

Event Management Plan Template and Guidance Notes

Event Name	
Event Location	
Event Date	
Organisation	
Document last updated	

If you have any questions about this template, please contact Ian Steed on isteed@cornwall.gov.uk

Please submit your event management plan with your event application form.

Please note that this document is a guide only

Introduction

This template provides guidance notes for event organisers and will help you develop a detailed event management plan.

To use the template, save a new version and complete the sections in blue that apply to your event. Not all sections will apply to all events – you will need to decide which are relevant to your event. Once you have completed the template, you can delete the guidance text.

Our online [event guidance](#) includes information that will be useful when preparing your event management plan. Please take time to read this. You may also find the [Health and Safety Executive's The Event Safety Guide](#) helpful, as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, sanitary facilities and more.

You will need to provide risk assessments and public liability insurance from **ALL** activity and equipment providers if your event:

- Is being organised by Cornwall Council
- Is in partnership with Cornwall Council
- Takes place on Cornwall Council property, or
- Takes place on the public highway

You should submit your event management plan **at least 3 months before your event** to allow time for things like licences to be issued, building inspections to take place and road closures to be organised. The more notice you can give, the better. As a general rule:

- For events with up to 1,000 people, you need to give 3 months' notice.
- For events with 1,000 – 5,000 people, you need to give 6 months' notice.
- For events with over 5,000 people, you need to give 12 months' notice.

When you submit your event management plan, we will tell you if you need to attend an Events Advisory Group meeting to discuss the event and answer any questions that the emergency services or the Council may have.

Event management

Event overview

Provide a brief summary (one or two paragraphs) of what your event will involve.

Licence and application checklist

Use the checklist below to record the licences and permissions you have applied for.

Checklist	Yes	No	N/A
Temporary Event Notice (TEN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road Closure Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission/Licence to use Council owned Land (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other licensing requirements (provide details) consents and licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked if your event requires planning permission? (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key event management contacts

Complete the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event. Add more lines if necessary.

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact Details
	Event Manager	Overall responsibility	
	Production	All event infrastructure, ordering, delivery timings etc	
	Volunteer Coordinator	Volunteer recruitment, training and event day management	
	Steward Coordinator	Recruitment, training and	

		event day management	
	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
	Welfare	Toilets and wash facilities	
	Waste Management	Organisation of waste clearance and recycling	

Key event contacts – other

Complete the table below with details of any other key contacts for your event. Add more lines if necessary.

This section is for your use, not the Council's, and will help with your event planning and management on the day. You should include details of everyone who will be involved with your event, such as suppliers, stallholders and emergency contacts.

Suppliers (marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
			Email and mobile	
Authorities (fire, police, first aid etc)				
Organisation	Contact	Service	Contact details	Notes
		On call	Email and mobile	
Attractions, artists and entertainment				
Organisation	Contact	Service	Contact details	Notes
			Email and mobile	

Staffing

It is easy to underestimate how many staff will be required to plan and successfully run your event. Consider how many stewards, car park attendants etc you will need to manage things safely.

Please list the other staff who will be needed to help run your event, in addition to the key event management contacts listed above.

Organisational structure

Create a simple organisational structure below.

The organisational structure will help everyone involved with your event to understand who is responsible for what. It is also an essential part of your emergency response planning. If there is an incident, your staff and the emergency services will need to know who is in charge.

The example below is a very simple structure. Make sure your organisational structure shows the levels of command and how things will be communicated up and down these levels.

Emergency services – Police, Fire, Ambulance, Coastguard				
		Event manager		
Security manager	Safety manager	Production manager	Artist manager	Volunteer manager
Security staff		Production staff	Stage manager	Volunteers
Stewards		Crew	Stage crew	

Programme Schedule

Complete the event schedules below.

You should list everything that needs to be done before, during and after your event. This will help ensure you complete tasks on time and that things aren't forgotten.

The schedules below each show an example of a typical task.

Schedule XXXXXX event – prior to event day							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
	Pick-up event signage from sign writer	10am	12 noon	Van + Bill and Ben	Take cheque for payment	X Van booked	
Schedule XXXXXX event – event day							
Task	Start	Finish	Resources/ who	Notes	In Hand	Complete	
Stall holders arrive on site	7am	9am	Stalls coordinator - Sam	All vehicles off site by 9.30 and no further vehicle	X stalls coordinator briefed		

					movements		
Schedule XXXXXX event – post event							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
	Return generator	9am	10am	Van + Tom	Make sure cables go back	X	

Timetable

Use the table below as a template for your event's timetable.

If your event will have activities taking place at different times and locations across the event site, you will need to programme your activities.

For example you may have a stage, arena area and walkabout entertainment. You could programme an arena act to start shortly after a stage act has finished to provide entertainment elsewhere while the changeover for the next stage act takes place.

For smaller outdoor events breaking your timetable into periods of between 5 and 15 minutes usually works well. If your event includes on stage entertainment, you may need a separate stage run sheet broken down into periods of one minute.

Stage and arena programme for XXXXX event							
Time	Stage programme	Arena programme	Face painter	Dog show	Street parade	Music stage	other
12:00	Opening		Face painter				
12:05							
12:10							
12:15	Changeover	Cooking demo			Street parade		
12:20				Dog show			
12:25							

12:30	Dance performance					1 st band xxxxxxx	
12:35							
12:40							
12:45							
12:50							
12:55							
13:00							

Health and safety

Your responsibility for health and safety at your event

Even if you are a community organisation with no employees, you still have a responsibility under the [Health and Safety at Work Act 1974](#) to ensure that your event and any contractors are operating legally and safely.

The sections below will help ensure you take all reasonable steps to ensure your event is safe and meets health and safety laws and guidelines.

Risk assessments and management

Please provide a copy of your completed risk assessment.

Risk assessments cover all health, safety and planning aspects of your event. You should develop your [risk assessment](#) early on, monitor it constantly and adjust it as necessary.

The first step is to develop a risk register, which identifies the risks for your event. Each risk listed in the register will need to be included in the risk assessment. You must include the risk of fire.

Risk assessments – contractors

Your contractors could include a fun fair ride, face painter or walkabout performer. As the event organiser you are responsible for anything you contract in.

Please list all contractors associated with your event. You will need copies of their risk assessments.

Security

Most events require some professional security or stewarding to help with crowd control. Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

Security at events must be [SIA \(Security Industry Authority\)](#) registered.

[Include your security plan here.](#)

Stewarding

Like your security requirements, the number of stewards you need will depend on your risk assessment, event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

- Stewards require training and briefings so they are fully aware of their duties and responsibilities.
- You must develop a communications plan for all staff, including stewards, so they understand how they should share information or report incidents during the event.

[Include your stewarding plan here.](#)

Emergency procedures

You must document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc. Include definitions, i.e. when an incident become major and is handed over to the police. You will need to share your emergency procedures with your event staff, contractors, volunteers and the emergency services.

[Please document the emergency procedures you will have in place for your event.](#)

First aid and medical cover

The [Health and Safety Executive's The Event Safety Guide](#) provides a template to help establish your first aid, medical and ambulance requirements.

[Please list the first aid and medical cover you will have at your event.](#)

Electricity

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

If you are including electrical supply as part of your event, please provide details here.

Fire safety at your event

You must include the risk of fire in your event risk assessment. You must show that you have:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluated the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and removed or reduced the risks to people
- Considered detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

Useful resources for fire safety planning include [Fire Safety Risk Assessment – open air events and venues](#) and [Guide to Fire Precautions in Existing Places of Entertainment and Like Premises](#).

Please document how you have addressed the key areas of the fire risk assessment process listed above:

Inflatable play equipment

You will need approval for any bouncy castles, rides or fun fairs at your event.

Before approval is granted for inflatable play equipment, you will need to make sure:

- The operator can provide a copy of the current PIPA test certificate for the equipment.
- The operator carries out the daily checks on the equipment as required by EIS7
- You know when the equipment was last fully inspected
- You get full instructions on its SAFE operation
- The equipment is clearly marked with limitations of use (maximum user height etc.)

- Are you a member of a relevant association (AIMODS, NAIH or BIHA)?
- More guidance is available on the [PIPA Inflatable Play Inspection Scheme website](#).

Please include here any inflatable play equipment you intend to have at your event.

Fun Fairs

Before approval is granted for rides or fun fairs you will need to make sure:

- Any stand-alone ride or rides that are part of a fun fair are part of the [ADIPS \(Amusement Device Inspection Procedures Scheme\)](#) scheme.
- The operator provides you with a copy of their In Service Annual Inspection papers and you provide a copy of these to us with your event management plan.
- The operator confirms in writing that they operate under the [HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice](#).

Please include here any rides or fun fairs you intend to have at your event.

Temporary structures

For a small event, temporary structures may be market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc.

The approval process will depend on the scale and structure types. If the structures will be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

As a minimum:

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.
- All suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use.
- You need to consider all other health and safety aspects relating to any temporary structure.

More information can be found in [Temporary Demountable Structures – Guidance on Procurement, Design and Use](#).

Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include the procedures you will follow to ensure all structures are supplied by a competent

contractor.

Animals at events

You must obtain consent from us in writing before bringing animals on site for exhibition, performance or entertainment. We may prohibit the use of animals that pose a danger to the public.

You must provide copies of all relevant licences and registration documents for each animal with your event application plan.

You are responsible for the welfare of the animals under the [Animal Welfare Act 2006](#). This includes the animals' transport, housing, food and how they are displayed to the public.

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences and registration documents for each animal.

Communications

There are three main areas of communication for your event:

- Letting residents and businesses in the surrounding area know about your event plans before the event, the earlier the better.
- Internal communications on the day of the event.
- Communicating with your audience on the day.

Event communications – surrounding residents

Please document how you will let surrounding residents and businesses know about your event plans [here](#).

Event day communications – internal

You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, staff to run errands and messages and a public address system.

- Ensure you list phone contact details and radio channel details if radios are being used in the [Key event management contacts](#) section.
- Ensure that everyone working on your event is aware of your [Organisational structure](#) and knows who to contact if they need to report an incident or pass on information.

- Ensure your communications plan ties up with your emergency response plan.

Please document your plans for your event day communication for event staff and emergency services, both on site and off site, [here](#).

Event day communications – audience

This could include flyers, site plans, signage, public address system, stage schedules, MCs and information points.

Please document your plans for communication with your audience on the day [here](#).

Lost children

You must have a lost children policy and all event staff and volunteers must be familiar with it.

- Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian
- Provide a clearly advertised point for information on lost children
- Always ensure there are at least two adults that have the appropriate [Criminal Records Bureau \(CRB\) checks](#) in place looking after any lost children. Children should not be left with just one adult.
- All incidents need be logged and all details are recorded.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.
- Contact the police if the child is reluctant to go with the parent or guardian.

Please document your lost children policy and procedures [here](#).

Licensing

Temporary Events Notice (TEN)

If you are planning an event where there will be entertainment, alcohol for sale, or hot food or drink for sale after 11pm, you probably need to submit a [Temporary Event Notice \(TEN\)](#).

If your event will include any [licensable activity](#), please provide details [here](#).

Insurance

All event organisers must hold public liability insurance to the value of £5 million. You must also ensure that your contractors hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance. You should keep copies of your contractors' insurance policies.

Please confirm that you hold public liability insurance to the minimum value of £5 million and include a copy of the policy with your event plan.

Provision of food

Document details of any catering and or food you plan to provide at your event here. You should also list details of any catering concessions in the [Key event contacts – other](#) section.

Site considerations

Site plan

Please include a copy of you site plan with this document.

You must submit a site plan for your event; the more accurate and detailed the plan, the better.

Your site plan should include:

Placement of all temporary structures	All other site infrastructure
Position of attractions	Car parks and position of site in context to the road
Any fencing or barriers	Generator or power sources
Power supply runs (cables)	Entry and exit points
Emergency exits and assembly points	First aid points
Information point	Lost children point
Vehicle entry points	Any event décor, i.e. flags, banners etc

You may want two versions of the site plan, one for event participants on the day and another for your management team. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up. A site plan will also help you plan how people will enter the site and move around it.

Spectators and viewing areas

Please include information about capacities of your site, if known, and the types of areas the public will have access to.

Media

Provide contact details for your media spokespeople and for those who will decide whether to grant permission to take pictures etc at the event.

Toilets

You must provide adequate toilets facilities for your event attendees, staff and contractors. You will also need disabled facilities plus separate sanitary facilities for caterers.

The HSE guidelines for toilets numbers are provided below.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males and 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males and 1 urinal per 175 males

Please outline your planned toilet provisions for your event based on your expected numbers and gender split here.

Vehicles on site

- You will need clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If these entrances and exits will be shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.

- Which vehicles will need to access the site for your event?
- Which vehicles will need to remain on-site throughout your event and which will need to be off-site before the event opens?
- Are there any vehicles that will need to move on the site during your event?

Please outline your vehicle policy for your event site here.

Traffic, transport and parking

Smaller community events will have limited impact on traffic and parking, however you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

- How will your target audience travel to your event?
- Consider the various transport links around the event site and how these can be promoted to your audience as a way to get to your event.
- Are you proposing any [road closures](#)? You will need to give at least three months' notice, and the more notice, the better.

Outline any traffic, transport or parking plans for your event here.

Environmental considerations

Waste management

It is essential that your event has a waste management plan in place and that it is carried out.

- How will you keep the site clear of waste? Will this be done by stewards or volunteers?
- How you will manage waste during and after your event, including details of bins, skips, recycling and litter picking?

Document your waste management plans for your event here.

Recycling

It is essential that your event has a recycling plan in place and that it is carried out. For small community events, this could be as simple as labelling some bins to encourage people to separate their waste into plastic bottles, paper, etc and then taking these to the appropriate recycling centres.

Larger events will need to show that they have a recycling strategy or are employing a professional recycling organisation to manage recycling on the day.

- Make sure your concessions and food suppliers have appropriate policies and procedures in place for providing biodegradable containers and systems for the disposing of dirty water, cooking oil etc
- Think through how you will encourage people to separate their waste. Contaminated recyclables may have to be sent to landfill.
- How will you keep the site clear of waste? Will this be done by stewards or volunteers?

[Document your recycling plans for your event here.](#)

Noise

If your event has the potential to cause noise nuisance to nearby residents, your plans will have to be approved by the [noise pollution team](#). The things most likely to cause noise nuisance include live music stages, fun fairs and public address systems.

- Think about noise nuisance when you choose your event location.
- Larger events that have a music stage will always have to employ a professional sound engineer and must agree sound levels with our noise pollution team.
- Provide nearby residents with an event day contact in case they need to make a noise complaint.

[Please list the elements of your event that could cause noise nuisance and document the plans you have in place to minimise it.](#)

Weather

Severe weather and event cancellation

- Consider any weather conditions which may lead your event being cancelled and how you will manage this.
- How will you let people know if the event has to be cancelled?
- Do you need insurance coverage for cancellation reasons such as thunderstorms, water logged ground etc?

- Is there any flood risk, e.g. field liable to flood and create difficulty for traffic leaving? How will you handle this, e.g. provision of 4x4 vehicle assistance, agreement with land owner concerning damage to the ground, possible mud on roads etc?
- How will your event management team decide if weather conditions are too risky for your event to go ahead?

Please document your severe weather and event cancellation policy and procedures here.