

## Event manual checklist

Item	Comments
Title page	Event name, manual, date of event
Contents page	For easy reference. To include page numbers.
Introduction	This should include a brief overview of the event, including duration; start and finish times; entrance costs; entertainment being provided and any other useful information.
Capacity and expected attendance	Consideration to be given to the size of the event area, any infrastructure on site and the maximum number of people to be catered for.
Flow chart of responsibility	Include names and contact numbers in addition to roles.
Roles and responsibilities	Outline of who is doing what, including the overall event manager.
Lost children / vulnerable adults policy	How any instances of lost children / vulnerable adults will be reported and dealt with on site; appropriate procedures and any actions to be avoided (e.g. having a 'lost children point' on site; announcing lost children on PA system, etc.)
Security plan	Security firm contact details, number of staff on site, when and where any security staff will be deployed on site. SIA Licensed staff. Internal and external plan.
Evacuation points	Consideration must be given to any suitable entrances / exits and where event visitors can be evacuated to in an emergency situation.
Site maps	To include any infrastructure, stalls, marshalling or stewarding points and evacuation points.
First Aid / medical provision	Details of medical provider and the level of medical provision available at the event.
Event schedule	A timetable of any actions taking place during the event, from arrival / set up times to time when due to leave site.
Car park / traffic management plan	Include maps of the route covered by the road closure, information about local car parks.
Event Liaison Team Contact List	A list of all event staff their contact details and the activity / service / equipment they are responsible for providing at the event.
Suppliers Contact List	A list of all event suppliers and contractors with their contact details and the activity / service / equipment they are responsible for providing at the event.

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Event Site Infrastructure	An overview of where all the elements of the event are to be located. This would need to take into account any public walkways; proximity to emergency access routes; suitability of ground conditions, etc.
Lost and Found	Consideration of process for dealing with any lost and found items on site, and who is responsible for this.
Environmental	Environmental issues including waste management, noise management, weather conditions and sustainability
Communication	Outline how communication with various stakeholders will happen before, during, and after an event.
Fire Safety	Consideration of any fire risks on site and an assessment of how these risks will be minimised. Provision of a fire risk assessment.
Crowd Management	Crowd management plan, and will you be utilising barriers?
Admissions policy	Outline Age restrictions, search policy and time restrictions.
Concessions	Some parks have tenders for food and drink concessions and these will be able to trade as normal during the event. It is recommended that these vendors are invited to attend any events taking place on sites for which they have a licence to trade.
Stopping the event	Consideration of any circumstances which could lead to the event having to be stopped and how that would be implemented / communicated.
Cancellation policy	Outline of what circumstances would lead to the event being cancelled and any actions to be taken to communicate this.
Adverse Weather Plan	Consideration should be given to any contingency measures to be implemented in the event of bad weather, including the movement of infrastructure / stalls to drier areas of the site. Site maps to be provided.
Road closure information and plans	Traffic management plan and Hostile vehicle mitigation
Hostile vehicle mitigation	Plans to mitigate hostile vehicles
Licensing	Licensing includes Temporary Event Notice or Premises Licence.