

EVENT MANAGEMENT PLAN

[Event Title]

[Location]

[Date] [Time]

Contents:

1. Personnel
2. Pre-event planner
3. Event schedule
4. Event notes
5. Risk assessment

1. Personnel

Artists

[Name]

[Telephone Number]

[Email Address]

Event manager

[Name]

[Telephone Number]

[Email Address]

Venue Contact

[Name]

[Telephone Number]

[Email Address]

Photographer/Videographer

[Name]

[Telephone Number]

[Email Address]

Volunteers

[Name]

[Telephone Number]

[Email Address]

Tech Support Collaborators

[Name]

[Telephone Number]

[Email Address]

2. Pre-event planner

Completion timeline

Date	Area	Who / What

Tech timeline

Equipment / AV

Consent forms – photographic / film documentation

Promotion

3. Event schedule | [Date]

Time	Activity	Who	Tech / Other Support
SET UP / INSTALL			
DE-INSTALL			

4. Event Notes

Capacity

Event Staffing

Emergency Response

Access & Egress

Wheelchair Accessibility

Safety Policy

Event Risk Assessment

Emergency Action

Emergency Access

5. Risk Assessment

The Event Manager or designated person acting in the capacity of Event Safety Officer will undertake a risk assessment of specific site hazards during a site visit.

[Event Outline]

Risk Assessment methodology

1. **Low**, not likely to occur
2. **Moderate**, possible occurrence
3. **High**, probable or likely to occur

Event Risk Assessment Matrix:

Hazard	Risk	Persons at Risk	Pre Controls Risk Probability Factor	Controls	Post Control Probability Factor
Electricity /Trips during the event	Injury			<ol style="list-style-type: none"> 1. Safe practices. 2. Identification and control of Hazards 3. No trailing cables in public areas 	
Fire	Emergency Evacuation site. Injury, damage and loss			<ol style="list-style-type: none"> 1. Emergency Route Identified 2. Procedure in place 3. Fire Watch 	
Overcrowding, Audience Safety	Injury			<ol style="list-style-type: none"> 1. Capacities agreed 2. Monitoring of densities 3. Outside covered provided 	
Accident & Emergency Evacuation Incident	Injury			<ol style="list-style-type: none"> 1. Emergency Action defined 2. Staff Briefed 	