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Event Plan Name

Club/Society/Media Group

Date of Event

Venue

**The following is a template event plan. Delete and add as applicable to your event, and include as much detail as possible.**

# Event Details

**Name:**

**Venue:**

**Date:**

**Booked Time: Time you have booked at the venue (remember to allow for set up/pack down)**

**Advertised Time: Time during the event itself will run**

**Expected attendance:**

# Overview of Event

**Write a detailed account of what your event involves including any aims/objectives/targets. This will then act as a reference point to make sure your event stays on track and give you a start point for any marketing/sponsorship or funding bids.**

**Does this event fall within the club’s current risk assessment? YES/NO**

**(Delete as applicable, if no you will need to update your current risk assessment)**

# Contingency plan

**If you are outside for you event, you may need a contingency plan in case of bad weather. This could be how you will still run the event, or your exit strategy for cancelling it.**

# Contact Information

**Add all useful contact numbers here for organisers, venue, third parties, photographers etc. If your event takes place out of office hours (9-5, Monday to Friday) make sure you have the contact details of a Sport Brighton Sports Centre, they will be able to get in touch with us if necessary.**

|  |  |
| --- | --- |
| **Main Point of contact** | **Name** |
|  | **Contact number** |
|  | **Email Address** |

|  |  |
| --- | --- |
| **Sport Brighton Contact (Office Hours)** | **Name** |
|  | **Contact number** |
|  | **Email Address** |

|  |  |
| --- | --- |
| **Sport Brighton Contact (Out of Hours)** | **Name** |
|  | **Contact number** |
|  | **Email Address** |

|  |  |
| --- | --- |
| **Venue Contact** | **Name** |
|  | **Contact number** |
|  | **Email Address** |

**Add more columns if you need to. Remember this is all about having any tools you may need to run the event at your disposal and is a document you can print out an give to any volunteers helping you to save them needing to ask questions.**

# Order of Events

**This should be a detailed over view in chronological order of how the event shall run. You just need a time and then the action that needs to be done at that point next to it. See the example event plan if you need help with this.**

# Venue Requirements and Floor Plan

**The venue should be able to provide you with one of these, not always essential but useful if you are bringing in equipment/chairs as you can pre-plan where they are going. The more decisions you can make before the day the easier the event should be to run! Even if your floor plan is one you have sketched up and put dimensions on it will help! It makes it easier to consider things like chairs not being able to block fire exits and whether your audience may be too close to the entrance to the toilets, it also means that you can sell tickets for specific seats!**

**Make sure you put any venue requirements like what time the venue must be cleared by or what footwear can be worn here.**

**Never assume the venue has something/it is availble for you to borrow, if you need chairs/tables make sure you have sourced them early in the planning!**

# Running order

**The event plan will probably only be given to senior organisers, the bulk of your volunteer team will work from your Running Order. We suggest you print several of these so that everyone has a copy! It not only details when and what needs to be done but who is responsible.**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | | **ACTION** | **RESPONSIBLE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Roles and Responsibilities**

**Events run smoother when everyone has a clear idea of what they and other members of the team are doing. Writing it down as part of the planning process will also highlight any areas that you are missing personnel.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initials** | **Name** | **Role/Organisation** | **Email** | **Mobile** |
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# Security and Stewarding

* **State here if you are having or require paid security (your event coordinator will advise you how many - don’t forget to update the event plan with number of staff and times.)**
* **If security is included with venue also put this here along with how many are included.**
* **If you are having stewards and volunteers, then please outline how many and their role on the day here. The Health and Safety team will advise you if you have enough volunteers for your event.**

# Post event clean up

**Putting ‘we will clear up the next morning’ does not count. You need to have thought about how you will effectively tidy up in the time available to you. Depending on what level of cleaning you need to do (ie. Using chemical cleaners instead of just picking up litter) you may need to include this in your risk assessment.**

**Again don’t assume the venue will be able to provide things like bin bags, check or bring your own!**

# Performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Contact Details** | **Performance Title/Description** | **Running Order** | **Time Slot** |
|  |  |  |  |  |
|  |  |  |  |  |

# Photography

**Make sure you get a firm quote/written agreement with the photographer or any external hired service. Sport Brighton can help with this is required.**

**Photographer:**

**Contact number:**

**Arrival Time:**

**Brief:**

# Emergency Procedures

**Check the emergency procedures of the venue and what you may be expected to do in case of emergency (ie. Fire). Make sure someone is responsible for checking that fire exits aren’t blocked and that you know where the buildings evacuation point is.**

# First Aid

**As event organiser it is your responsibility to ensure you have first aid provision. If you are on site with Sport Brighton we have trained members of staff, but it wouldn’t hurt to think about who will take charge from a club perspective and think about how a first aid incident may affect the running of your event. Some events may need more complex externally hired first aiders.**

**Wherever you are in a first aid incident you will need to notify a member of staff and then be prepared to follow instructions. Any casualties should always be accompanied home/to the hospital.**

**Please contact Claire Slater for guidance on this (**[**c.l.j.slater@brighton.ac.uk**](mailto:c.l.j.slater@brighton.ac.uk)**).**

# Room allocation

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Name** | **Booking period** | **Booked by** | **Ùse** |
|  |  |  |  |
|  |  |  |  |

# Kit List

**Like the other accountability lists list everything you can, the more complete this is the smaller the chance of something being forgotten! Try and group kit responsibilities along role areas to make it easier for people to remember (Ie. If someone is in charge of ticketing ready don’t put them in charge of cleaning products – it isn’t related to their role on the night so they will forget more easily than if they have to remember the cash box).**

**The person below should be in charge of taking that piece of equipment but also bringing it safely away, any deviation from this should be noted.**

|  |  |
| --- | --- |
| **KIT ITEM** | **PERSON RESPONSIBLE** |
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# Cash Handling Procedure

**If you are handling cash then you need to identify who is in charge of it and how you will keep it safe. Thinking about cash boxes and how you will make sure it isn’t left unattended is a good start.**