


Event Management Guide



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Introduction

There is an old saying, 'failing to plan is planning to fail'. With thisde has been prepared with the intention to provide help and guidance to people and organisations that plan events. It includes templates, information about policy documents, and useful websites. We would also recommend that you read the information at [hse.gov.uk/event-safety/running.htm](https://www.hse.gov.uk/event-safety/running.htm) 

The advice provided in the guide and the sources of specialist knowledge that we may direct you to, complements any legal requirements and government guidance, which you must also refer to.

It is the responsibility of event organisers to ensure they fully comply with the law in place at the date of the event.

The Council is not responsible for the content of external websites referred to in this guide.

Richmondshire Safety Advisory Group

The group has been established to assist event organisers with planning their event and is made up of representatives from:

- Richmondshire District Council
- North Yorkshire Police
- North Yorkshire Fire and Rescue Services
- North Yorkshire Ambulance Service
- North Yorkshire County Council - Highways, Emergency Planning and Trading Standards



Where appropriate we will ask others to join the group. The Safety Advisory Group will consider all event notifications and will offer advice and guidance to the parties concerned. Notifying the group allows all the responsible agencies to be aware of your event and allows these agencies to effectively plan and prioritise their duties and responsibilities. Your notification also allows you to notify all relevant parties through one central point.

This will expedite licensing and agreements with minimal bureaucracy.

The advice the Group provides and the sources of specialist knowledge that you may be directed to complements any legal requirements and government guidance which you must also refer to. Presenting an event to the Group does not supersede any permissions, permits, licences or registrations that you may require.

Any safety concerns and advice given by the group will be documented. If there is an incident resulting in criminal or other civil proceedings, we have an obligation to notify any investigating authorities of the safety advice given to you about your event.

An Event Notification Form can be found in the Appendix.



Events Guidance

Before you start...

What do you want to do?

- What kind of event are you thinking of ?
- How long will it last ?
- How many people do you think will come ?
- Will your event include anything which might add extra complications - live animals or water sports for instance ?

Try and describe your event in an appealing way, in 20 words or less, and keep this description the same for all publicity material...so you get a really strong core message about what your event is going to be.

Why?

Is your event because you want to promote a particular activity (theatre, music, cycling) in your area which does not already exist? Is it because you want to get the community working together on a joint project? Do you want to raise money for something?

Be clear about why you're doing it before you start, and work with the end in mind. If someone else is already doing something similar to your event, would it be better to work together for a bigger and better event rather than two small ones even though this might mean compromise?

Who with?

You might want to work with the whole community but in reality that will often be just a small number of people. Make sure that your team is open and inclusive (and not viewed as a clique) and that there is a way for people to be involved in a variety of ways.

Where?

If you do not own the land or property where your event will take place, make sure that you have booked the space and gained permissions for your activity before you do any publicity or spend any money. Will you be able to get the necessary permission from the landowner and



obtain public liability insurance to indemnify them? Think about access, not just for people in wheelchairs, but for people who cannot stand for long periods, or who are hard of hearing, or visually impaired. Consider public transport routes and times and how these fit with your event, as well as car parking spaces. If your event is outside, think about the terrain - water hazards, the type and condition of the ground, overhead power lines and if the site is in a National Park there may be additional considerations.

Dates and times

One of the reasons you might be putting on your event at a particular time of the year is to extend the tourist season, or to make the best of the weather. You need to think about who else is doing what at that time, so that you complement each other rather than compete with each other. Talk to other similar event organisers and see if you can do joint marketing and ask for advice - what works, what doesn't. If your event is happening over two days, what happens to the marquees overnight - will having a two day event incur a lot of extra expense for security? Will you be providing camping sites for attendees? Do you need lighting for the evening? Will there be a lot of noise/live music and if so, think of the neighbours when you're working out a finish time. Try and ensure that the event can be reached by public transport - this might make a difference to your start and finish times, or consider supplying transport.

What constitutes success?

When you look back at the event, what will make you feel good about it? The number of people who came? The professionalism/quality of the performers? The wide range of ages who attended? The people from your local community and/or visitors who came? The amount of money raised?

Work out what will make the event feel a success in your eyes and agree these with your fellow event organisers/planning committee.

Making it happen

The team

An events team needs to have a balance of people with different skills. Most people have a combination of personality traits but these might break down to:

- someone who has lots of creative ideas - but doesn't really like dealing with details - they might be best being the creative director, coming up with ideas for the events and marketing, but not necessarily the person expected to make those ideas come to fruition

- Someone who puts people first and foremost - this team member might be best at recruiting and organising volunteers
- Someone who works best with lists and plans - this person will be good at organising logistics, booking performers, checking the toilets and equipment has been booked and arrived, carrying out risk assessments, financial planning.
- Someone who likes leading - this person doesn't mind being unpopular to make the event happen and will drive it forwards, but also needs to listen to the rest of the team.

It's important that a team has a balance of people with a range of qualities and that each approach is valued. Ask members to volunteer for roles, to give people the chance to play to their strengths.

If you find you have too much to do and not enough people to help you, try to expand your team if you can. It's important that people not currently in the team know how to get involved and that the team encourages new blood otherwise all events fall to a small number of the same people within a community - which is not good for succession planning or for new ideas. New members need to be heard and, if at all possible, try and implement their suggestions.

The team must have at least an Event Manager and an Event Safety Coordinator. Write down the organisational structure for your event, naming the individuals who will take responsibility for each aspect of the management of the event.

The Event Management Plan

The event team needs to compile an Event Management Plan for the event.

A comprehensive Event Management Plan makes sure that if the Event Manager is suddenly absent, the event can still go ahead as planned. It therefore needs to be very thorough and detailed.

An Event Management plan also makes it clear to the owners of land who is doing what.

You need to include:

- the name, date and location(s) of your event
- your definition of the aims and objectives for your event
- the structure of your event management team
- the names of your Event Manager and Event Safety Coordinator



- a list of the component parts of your event
- paragraphs detailing how each component is to be managed
- risk assessments for your event and all associated activities.

It is at this stage in your planning that you will need to ensure you have enough knowledge and expertise to manage your event safely and effectively. If you are concerned about anything, see if you can contact another event organiser locally who may have dealt with this problem before, or speak to the relevant person at the Council.

Evaluation

If you have already worked out why you are holding your event and what makes it a success, evaluation becomes much easier. Evaluation is always worth doing - it helps you improve next time and it shows external organisations - funding bodies and corporate sponsors - that you know your target audience. You can use your evaluation to produce a short report about the event which you can email to everyone who helped make the event happen and you can use it as the basis for the next event you plan as well as helping you to raise funds in the future.

Criteria of success:

- numbers attending
- quality of performers
- wide range of ages
- local people and visitors who came
- money raised (tickets sold)

You could capture the numbers attending by how many tickets you have sold, or if someone has a clicker at the entrance gate, or if every person is given a raffle ticket when they come through the door.

The rest of the information can be collected by using an Evaluation Form. An Evaluation Form template can be found in the Appendix or you can devise your own.

Doing it all over again

Try and write down what worked and what didn't pretty soon after the event. Don't forget to congratulate yourself and celebrate your successes. Then, start fundraising again.

Fundraising

Set up a fundraiser or fundraising group

Ask your team members if anyone would like to volunteer to fundraise. Fundraisers can be good at enthusing about the project in person or good at writing things down. Both sorts of skills are needed but fundraisers need to work out a plan of attack and commit time and energy to it. It is best if fundraisers are not married/partners, and not related to each other so if there is an opportunity for embezzlement it is more likely to be picked up. This might seem unlikely but it can, and does, happen.

Make sure you're ready to be funded

You need to show potential funders that you are organised and can manage money and projects efficiently. Ideally your organisation should have a constitution which sets out your aims and how you operate.

You need to have a bank or building society account in the name of the organisation before you start to fundraise. You need to have three signatories and you must have two people required to sign each cheque.

You also need to work out a system for online payments to make sure no one member of the team can spend money on the project's behalf without other team members knowing. Sometimes this happens with no malice intent, the individual is doing what they thought was best, but the organisation still suffers financially.

If your organisation is very small or new it may be acceptable for you to get a larger community organisation to manage your funds for you. For instance, if you want to run a one-off street party, and that's all, your Parish Council might be prepared to manage the funds for you and allow any fundraising money to be paid into their account. If this is the case, your treasurer needs to take careful notes and keep a spreadsheet of any money paid into and taken out of the larger body's accounts to ensure everyone agrees on income and expenditure.

If you use stationery, make sure you have a letterhead including contact details and a charity registration number if you are a charity. If you use emails, agree on a signature strap line for any emails sent by individuals on behalf of the organisation.

You should also be sure that you are ready to manage the amount of money you will request, and that you will successfully complete the work or project that the funding is for.



Decide what you need funds for

You should be clear about what the event is going to be and why you are doing it. You will need to know when the project starts - when any money is spent on the project - and ends.

Decide when you need the money for - this is crucial - as you can't put in a funding application for money you have already spent. Usually you need to start writing funding applications six months before your event so that if you don't get the money the first time around, you still have time to reapply or apply elsewhere.

Is the money you need for Capital or Revenue expenditure? Capital means items of equipment that you usually pay a fixed one-off amount for - a building, a computer, a vehicle for example. Revenue is on-going costs like wages, rent, expenses, bills, core funding.

Events usually need revenue funding and sometimes some capital funding. Your costs might include:

- Project Manager / Creative Director and /or Volunteers Manager or other members of staff
- Artists fees - street performers, musicians
- Workshop materials
- Barriers for people/traffic management
- Licences - Temporary Event Notices, alcohol licence, road closure costs
- Printing costs for brochures, programs, posters, flyers
- Advertising and publicity
- Room/venue hire
- Bar and refreshments costs and overheads
- Box office system
- Technical costs
- Marquee hire
- Stage hire
- Exhibition board hire
- IT costs - buying a laptop and /or software

Make a budget

Budgeting is simply putting amounts to all the things you'll need to spend money on. Don't underestimate how long it will take to do and start working on the budget as soon as you can.

Budgets aren't simply there to help your group raise funds - they are your guide to show you if you are spending your money as planned. Every time you have a management meeting, the treasurer should bring an up-to-date copy of the budget for you to see, to make sure you are not overspending and you have enough funds to complete your project.

Budgets should not be guesswork - get quotes for building work, get exact prices for equipment, fees for performers.

Don't forget to include expenses like training for staff, volunteers, management committee members, national insurance and pension contributions for paid staff, inflation in future years and volunteer expenses.

There are basic costs that nearly every group has such as postage, stationery, rent, electricity and telephone bills. There may be other costs related to the work your group does such as transport or catering.

Don't forget to include in your budget realistic amounts for contingencies and reserves.

Funders will know if your budget is not accurate - your figures will be too rounded, or unrealistic. A properly worked out budget is one of the most important elements of successful fundraising.

Some funders will only make grants for capital costs (office, equipment, buildings) while others are prepared to fund revenue costs (salaries and other costs associated with running the organisation or project). Divide your budget up in this way in order to help you decide which funder to approach for what.

Your budget should include what you plan to spend but also what income you expect. This may come from ticket sales, bar and refreshment sales, payment for advertising, payment from caterers, for pitches, sponsorship, grants and trusts income, public funding.

Or your income may be in kind which means that you are getting goods and/or services free of charge or at a reduced price.

Your budget expenditure costs should equal the same amount as your income plus in kind costs. By including the items/services you get for free you get a genuine idea of how much the total project costs. If you need to apply for funds it helps show funders that you have been proactive in raising as much money as you can from other sources. When you write an application you will often be asked if you have match funding - income that you generate yourself plus in kind income equals match funding.




Think about your local links

When you have worked out your budget think about where you might get goods, services or money from locally.

You might be able to get some items just by asking local people via parish magazines or the local press.

Someone locally might have a hidden talent in web design or can manage your Facebook page and Twitter feeds for you.

You may get sponsorship from local companies or products you can raffle. Sometimes organisations will pay for advertising space in publicity materials or they will give a donation for their company logo being included on your publicity material. If you have a Chamber of Trade you could talk to them about ways in which your activity could promote the business owners in your town in exchange for a grant. More information about corporate sponsorship is available at - charitychallenge.com 

Writing funding applications

First, identify the funder who has the same aims and objectives as you do. The Big Lottery fund is a good place to start at - biglotteryfund.org.uk 

The key point for Lottery funded projects is that you have to prove a need for a project. You will also need to be able to show that your project has made a difference.



Usually there is an application form that you need to complete but sometimes you are asked to write a letter about your project. Your letter should include:

- project title
- what your organisation is and what it does
- a clear summary of the project
- how you plan to carry out the work
- budget
- signing off - who you are, your position in the organisation and who to contact for further information

Follow up

After your event write a short report with photographs and send it to each organisation that supported/sponsored you with a letter of thanks. For Big Lottery Funding you will have a more formal report to complete and you must do this within a certain period of time. If you do not, you jeopardise your chances of future funding.






Marketing

Good marketing of your event is crucial to its success. A named person needs to take responsibility for marketing - organising a number of people to help so that each different element is covered and everyone plays to their strengths.

Target markets

The Arts Council has done a great deal of research work on arts audiences, downloadable for free from artscouncil.org.uk 

They have divided arts audiences up into segments which helps you work out who your event might appeal to and how to market to them. Think about attracting audiences from further afield too and how you will appeal to them.

Free publicity

Do as much as you can for free - put things on local websites and any others your target audiences might check. This is usually quite straight forward.

Press release

Write a press release and send it to all your local newspapers at least two weeks in advance of your event. It's best if you can write it using a local angle, email it to a named person and include a high quality digital photograph if you have one.

Try and get a feature piece in a magazine. Make sure you read the paper/magazine before approaching them and target a particular journalist with your press release/letter. Tailor the press release to each publication. For national papers you'll need to be in touch at least two months in advance; for a national magazine six months. If your local town has a Business Improvement District or a Chamber of Trade talk to them about getting a national newspaper journalist to visit your area through Welcome to Yorkshire.

Most local newspapers don't have many staff journalists therefore, they will welcome press releases that are well written and can be used immediately.

For your press release you need to include:

- PRESS RELEASE as a heading on the top of the page
- the date you want the information released, usually the day you write the press release but if there is some reason why you don't want it printed immediately you can write 'Embargoed for release at X time on Y date' instead
- a headline title in bold - try and make it sound newsy and interesting if at all possible
- the first part needs the most important information in it - what your event is, when and where it's happening
- the second part can deal with who is putting the event on and why. It's always good to include a quote at this point because it makes the piece look like a journalist has been along to talk to the organisers of the event
- the final part should include contact details for the public. Sponsors and fund givers should also be acknowledged in this paragraph
- if you have any photographs, include them with the emailed press release. Make sure you have copyright permission for reproduction of the photographs you send
- at the end of the press release include all your contact details so that the newspaper can get back to you if they need to

Digital marketing

Set up a Facebook page for your event. If you have a website already, make sure it's linked to the Facebook page and everything is kept up to date. Think about putting images on Pinterest and Tweet and/or write a blog about the event.

Print

For printed marketing, posters and flyers, and advertising you need to get good graphic design. This may cost money but it will be worth it. Write a brief for the graphic artist, even if someone is doing it for free, about what impression you are trying to portray. Think about colours you would like to use for branding and use them throughout. Include logos of sponsors. Ensure you have a good image and that the art work is not too busy. Ensure the date, start time and location are really clear with details of how to buy tickets made explicit. If you can buy tickets in advance make sure where you can get them from is clear.



Print distribution

It's easy getting leaflets printed but quite a different matter distributing them. You can pay an agency to distribute leaflets or arrange distribution by physically dropping off leaflets and posters yourself.

Consider where and how you are going to distribute printed materials before you order them otherwise you run the risk of over-ordering.

What's your Unique Selling Point?

Why should someone come to your event rather than another one? Make sure the unique element is explicit on your website and publicity material. It might be the views, the location, the cooking, the quality of performers, unique transport systems. Local elements help to make yours a special event and if you can sell tickets through the internet, people on holiday and further afield may want to buy tickets in advance, helping your advance ticket sales and cash flow.

Ticket sales

Sell as many tickets in advance as you can. Try tourist information centres, local newsagents, caravan sites, golf clubs, village pubs and /or through your website or another website. You may be able to sell tickets over the telephone using a credit card or paypal. The more tickets you sell in advance the better. If you're not selling tickets but need to know how many people are coming you can set up your event for free on Eventbrite.


If you're appealing to family audiences is it worth selling a family ticket? Define what it is - up to 2 adults and 3 children?

Health & Safety

Health and Safety Policy

People often think Health and Safety are words which will stop things happening but without these considerations, more people would die in fairground accidents and suffocate in night clubs because of blocked fire exits. Of course there is a risk associated with doing anything but as an events organiser it is your duty to minimise risk and make sure your event runs smoothly. The buck stops with you.

There is a Health & Safety Policy template available at -

 [hse.gov.uk/risk/casestudies/index.htm](https://www.hse.gov.uk/risk/casestudies/index.htm) but the Lymm Festival Health and Safety Policy example in the Appendix might be more useful to you.

Health and Safety Risk Assessments


You need to identify anything which could cause harm at your event, assess what might arise as a result, and work out how you can either remove or minimise these risks.

A hazard is anything which has the potential to cause harm to people and risk is the likelihood that the harm from the hazard is realised and the extent of it. In a risk assessment, risk should reflect both the likelihood that harm may occur and its severity.

There are five steps to a risk assessment:

- identify the hazards
- decide who might be harmed and how
- evaluate the risks and decide on precautions
- record your findings and implement them
- review your assessment and update if necessary



More information and a Risk Assessment Template is available at - [hse.gov.uk/risk/controlling-risks.htm](https://www.hse.gov.uk/risk/controlling-risks.htm) 



Sample Risk Assessment for a Bouncy Castle at a Village Fair

Hazard identified

Possibility of people falling from the structure either by tripping or being pushed.

Who is likely to be at risk from this activity?

Predominantly young children as this is the age group likely to be attracted to this activity and older children or adults who shouldn't be using the bouncy castle.

What are the current control measures to minimise the risk?

Bouncy castle is to be operated by a professional contractor who holds the appropriate Public Liability insurance.

Operator works on the basis of height restrictions for all those using the castle to ensure only children of appropriate height and similar age use the structure.

Operator provides six stewarding staff who ensure no-one using the structure is acting in an inappropriate manner.

Taking current control measures into account what are the remaining risks and what other actions are required to minimize those risks?

With the current control measures undertaken by the operator there is still a risk that too many children use the structure at any one time.

Additional control measures

The event organiser will ensure that the contract with the operator takes account of a maximum number of children using the structure at any one time and that the operator takes responsibility for imposing this restriction.

Taking into account the above, what is the assessment of the risk? Low/Medium/High.

In this example the risk is Low to Medium.

It is important to note that whilst the event organiser in this example is intending to make the operator responsible for imposing certain restrictions, the overall responsibility for event safety still lies with the event organiser. The event organiser will need to ensure that he/she is satisfied with the management arrangements for the attraction on the ground.

Your documented Risk Assessments form an important part of your Event Management Plan.

Make sure you return to your written Risk Assessments once you have started organising your event and keep them up to date.

If an incident occurs at your event, you may be required to produce a written copy of your Risk Assessment documents. You may need to prove that your event was managed on the basis of the changes that you identified to lessen the risk. In addition to your own Risk Assessments it is important that you have copies of the Risk Assessments carried out by the contractors or performers operating any attractions, activities or equipment at your event.

Hazards

Here are some hazards which might be relevant for your event. Please note this is not an exhaustive list and there will be others:

- slipping, tripping or fall hazards
- hazards relating to fire risks or fire evacuation procedures
- any chemicals or other substances hazardous to health - dust or fumes
- moving parts of machinery
- any possible risks from specific demonstrations or activities
- any vehicles on site
- electrical safety - use of any portable electrical appliances
- manual handling activities
- high noise levels
- poor lighting, heating or ventilation
- crowd intensity and pinch points



Identify those at risk

For each hazard identified, list all those who may be affected by it. Do not list individuals by name, just list groups of people:

Stewards	Performers	Expectant mothers
Employees	Members of public	Local residents
Volunteers	Children	Older people
Contractors	Disabled persons	
Vendors, exhibitors	Potential trespassers	

Areas to consider

You need to think about how the following might impact on hazards and risk:

Type of event	Provision of facilities
Potential major incidents	Fire, security, cash collection
Site hazards including car parks	Health and safety issues
Types of attendees: children, elderly persons, the disabled	Exhibitors and demonstrations
Crowds: control, capacity, ways in and out, stewarding	Amusements and attractions
Provision for the emergency services	Structures (temporary and permanent)
Provision of first aid	Waste management

Assess the Risk

You need to think about how you can lessen the possibility of something going wrong. Use any information, instructions and training you can. Comply with the law, codes of good practice and British Standards. Sort the risk into HIGH, MEDIUM or LOW categories.

Example of Risk Categories

- High - an unsecured inflatable being used in adverse weather conditions by young children.
- Medium - a display of animals in a roped off area
- Low - a mime artist performing amongst the crowd

If something is a High or Medium Risk, think about ways that you can minimise it. You might have to:

- make the activity happen in a different way so that it's safer
- remove the hazard
- find a substitute for that activity/machine
- prevent access - by guarding dangerous parts of machinery, or providing a walk way further away from the hazard
- put plans in place to reduce exposure to the hazard
- use personal protective equipment (as a last resort)

Record the Risk Assessment Findings

Use a Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Use this as part of your Event Management Plan and update as and when any changes happen. You need to minimise risks if you possibly can.

Review and Revise


If circumstances and, therefore risks and hazards change during your event planning, you will need to review and update your risk assessment forms. Make sure the most recent versions are included in your Event Management Plan.



Information

If your risk assessment has highlighted activities with significant risks, you must contact all those affected. Inform them about the nature of the risk and what you and /or they need to do to make the risk less problematical.

The buck always stops with the Events Manager and the Events team. Make sure you do everything you can to minimise the risks and if this is not possible, make sure you are well informed with the necessary health and safety plans in place.

Example risk assessments are available at - [hse.gov.uk/risk/casestudies/index.htm](https://www.hse.gov.uk/risk/casestudies/index.htm) or use the Risk Assessment Form provided in the Appendix 

Safety Inspection Checklist

You need to have a Safety Inspection Checklist for your event and a named person needs to take the responsibility of working through the checklist before, during and after the event.

Add additional actions to this checklist too - this is just a guide and your event may have additional activities happening that need to be included on the Safety Inspection Checklist.

The checklist needs to be compiled and checked some weeks before the event, as well as just before the event, in case there are any concerns (like potholes or dangerous seating for instance) that need a significant amount of time to be sorted out.

Make sure that any faults or problems are noted along with the action taken.



A Safety Inspection Checklist is provided in the Appendix.

Fire Safety

You must consider fire safety as an important part of your event planning.

You will need to consider how you will:

- identify fire hazards
- identify people at risk
- evaluate, remove, reduce and protect from risk
- record, plan, inform, instruct and train
- review

For information and advice and to check that you have covered everything, please go to North Yorkshire Fire and Rescue Service (NYF&RS) at - www.northyorksfire.gov.uk/ 
You can download more helpful information and advice at - gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues 

Use the 'Ask us a question' function on the website to send an email.

Or you can call NYF&RS on 01609 780150

It is much better to make sure you have covered everything fire related at the beginning of your planning than have a last minute fright or, worst of all, a fatality.

So far as the law is concerned, it is now the duty of the responsible person to carry out a risk assessment of the premises with regard to the provisions of suitable fire safety measures specific to the layout and use of the premises.

The Regulatory Reform (Fire Safety) Order 2005 (RRO) applies to all non-domestic premises in England and Wales.

Even if the event you are running does not fall under the RRO you should still consider fire safety as an essential part of your planning.





Catering Guidelines

As the organiser of the event you have a legal responsibility to ensure the health, safety and welfare of all employees, volunteer helpers or contractors involved in arranging the event; and to the public and visitors attending it.

Food business operators taking part in the event also have the same responsibility for their stall or catering service.

When you have read the guidance notes below and completed the checklists referred to in this section please contact the Environmental Health Service with your event plans.

By email: environment@richmondshire.gov.uk


By telephone: 01748 829100

By post: Environmental Health Service, Richmondshire DC, Mercury House, Station Road, Richmond DL10 4JX

The guidance notes below are an extract from the Chartered Institute of Environmental Health - Outdoor and Mobile Catering Guidance.

gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues 

For events happening within village halls etc, please see

food.gov.uk/business-industry/guidancenotes/hygguid/charity-community-groups/ 

The guidance for outdoor catering includes:

- organised, planned events both large and small such as local village fetes, exhibitions or more regional, national and international - agricultural shows, concerts, festivals, carnivals, music and sports events
- street trading such as mobile traders, markets, boot fairs and similar events.

Catering at an outdoor event or from mobile facilities is a high risk activity and will always carry with it the possibility of causing food poisoning to a large number of people. There is a general requirement in the hygiene legislation for all food businesses to be operated in a hygienic manner. However, the following advice is recommended as it may be necessary to help you to meet a legal requirement or to achieve good management practice.

Pre-event planning by the organiser

The event organiser should contact the environmental health service in advance so that appropriate advice can be given and, if possible, the following information:-

- a plan showing the intended location of marquees, position of services, access/egress together with policies on refuse/recycling, emergency planning, crowd management, location of toilet facilities
- risk assessment and fire risk assessment
- a list of exhibitors/food stalls, including those giving food away as part of a demonstration, should be given to the environmental health service.

Someone in your Event Management Team will need to take responsibility for completing the checklists in the Appendix and for ensuring food safety on the day of the event itself.

You need to ensure that all caterers and food business operators attending your event complete these checklists.

Send the Setting Up Your Stall checklist to food businesses when you book them and ask them to bring their completed checklist with them to the event.

Ask the food businesses to fill in the Safe Food Practices during the event checklist on the day.





Licences and Temporary Event Notices

You will need a licence from the Licensing Authority if you want to carry on licensable activities including:

- selling alcohol
- serving alcohol to members of a private club
- providing regulated entertainment - live or recorded music, dancing or indoor sporting event
- serving hot food or drink between 11pm and 5am

The District Council is the Licensing Authority for all licensable activities within the district. It is an offence to carry on unauthorised licensable activities. If you are unsure whether you need a licence for your event please check [richmondshire.gov.uk](https://www.richmondshire.gov.uk) or speak to the licensing team on 01748 829100.

It is recommended that you apply for your licence at least three months before your event.

When planning your event you must consider how you will promote the four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

The type of licence you need will depend on the size of your event

Temporary Event Notice (TEN)


A TEN is a notification to the Licensing Authority that you intend to carry on one or more licensable activities. A TEN can be given for indoor or outdoor events.

Your licensable activities must be restricted to less than 500 people at any one time including staff and others running the event, and not exceed 168 hours

You must be at least 18 years old to give a TEN and there are limits on how often and the number of TENs that can be given in respect of a premise each year.

You will need to send your TEN, with the fee, to the Licensing Authority and send a copy to the Police and Environmental Health.

The Police and /or Environmental health may object to your event if they consider any of the licensing objectives will be undermined.

Full details of the TEN process including the current fee and application form are available at richmondshire.gov.uk 

Premises Licence


If you cannot give a TEN in relation to your event, for example, if the event is more than 500 people or if you have already reached your limit on TENs and you want to carry on licensable activity you will need to apply for a Premises Licence.

To apply for a premises Licence you will need a Designated Premises Supervisor for your event if you are applying to sell alcohol. The Designated Premises Supervisor will need to have a Personal Licence.

You will need to send your application and fee to the Licensing Authority and send copies to the Responsible Authorities. Responsible Authorities are named in the Licensing Act 2003 such as the Police, Fire Authority and certain Council services.


The application must:

- include an application form with operating schedule describing the proposed activities, and a plan of the premises
- be advertised in the local press and at the premises for a period of 28 days

For full details including the current fee and an application form please go to - richmondshire.gov.uk 

Varying a Premises Licence

If you already have a Premises Licence but your event is not covered by your current licence, for example if you want to open longer hours and you cannot give a TEN, you can make an application to vary the Premises Licence.

For full details including the current fee and an application form please go to - richmondshire.gov.uk 

If you have any queries in relation to obtaining a licence for your event please contact the Licensing Team on 01748 829100.



Road Closures

You need to think about where the safest location for your event is.

If the public highway is the only alternative check what you need to do at least six months in advance of your event.

You will need to liaise with a number of organisations before putting in your application for a road closure which itself takes at least three months to process.

If you need a temporary road closure, whether for a street party or a much larger event, you need to go to North Yorkshire County Council's website to see what you need to do at - [northyorks.gov.uk/roadworks-road-closures-and-diversions](https://www.northyorks.gov.uk/roadworks-road-closures-and-diversions) and select 'What do I need to consider when arranging a street party?'

You will need to complete an application form and pay a fee depending on the complexity of the event.

If public transport operators are disrupted by your event you need to contact them and any other service organisations that may be affected and provide the County Council with any evidence of your consultation in your application.

If you need to use any car parking spaces, you will need to contact the owner of the car parking spaces well in advance, to see if this is possible.

It is recommended that you write a letter to all frontages affected by the road closure, at least seven days before the road closure.



If you think there is going to be major traffic congestion, you need to give full details to AA Road Watch, RAC Travel News and local radio stations, as well as a press release for local newspapers.

To encourage people to use public transport you might consider a special ticket package.

Before you put your application into NYCC you should talk to representatives from the local authority and the police and fire service who will help advise you about your proposals.

If you are planning a larger event, you will need to provide NYCC with the following documents with your application:

- copy of your Public Liability Insurance Policy with a minimum of £5m cover
- Traffic Management Plan detailing the alternative route (where applicable)
- Traffic Sign schedule and site plan, detailing sign layout
- plan showing traffic signal layout (where applicable)
- letter providing full billing details for payment of appropriate fees
- If you are not sure what to do call 01609 780780 for guidance



Appendix

Event Notification Form	Form 1
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Lymm Festival Health and Safety Policy	Form 3
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Event Notification Form

Contact Details

Name of organisation or person promoting the event	
Name of Safety Officer or person responsible for liaison with the Safety Advisory Group	
Address of person listed above (including postcode)	
Telephone (work)	
Telephone (home)	
Telephone (mobile)	
Email address	
Event Details	
Name of the event:	
Place of the event (including the postcode):	
Day and date of the event:	
Start time of the event:	
End time of event:	
Description of the event:	

If this is a charitable event, the name and Charities Commission Registration number of the authorising charity:
Will all monies raised go to this charity?
Setup start time for event:
Setup finish time for event:
Will there be an admission charge?
What will the admission price be?
Will the public highway be affected?

If the public highway will be affected, please provide a Traffic Management Plan.

Is using a public highway, provide details of the proposed route:
If you intend to provide pyrotechnics, please provide details:
How many people approximately, do you anticipate may attend the event?
How will the area be maintained to keep it free of litter and refuse?
Details of car parking arrangements for staff and visitors:
Details of medical/first aid cover to be provided:

You must attach a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking etc and a list of programme items. If this is not enclosed, please provide reasons why you have not enclosed it:

Will alcohol be sold at the event? If yes, provide details:
Do you intend to provide music (of any nature) or the making of music (e.g. karaoke)? If yes, provide details:
Do you intend to provide sporting exhibitions? If yes, provide details:

Please tick the relevant boxes to any of the following facilities that you intend to provide:

Fairground equipment	<input type="checkbox"/>	Stewarding/Marshalls	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Barriers/fencing	<input type="checkbox"/>
Portable generators	<input type="checkbox"/>	Animal displays	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	Other motor vehicles	<input type="checkbox"/>
Inflatables	<input type="checkbox"/>	Bonfire/barbeque	<input type="checkbox"/>
PA system	<input type="checkbox"/>	Security	<input type="checkbox"/>
Lost children point	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Marquees	<input type="checkbox"/>	On-site communications	<input type="checkbox"/>
Power supply	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	Water	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Food and drink (excluding alcohol)	<input type="checkbox"/>

Has a fire risk assessment been carried out in accordance with the Fire Safety Order 2005?

Guidance for this can be found at gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues

If you intend to use pyrotechnics please provide details within the fire risk assessment.

A site plan indicating access and egress for emergency vehicles must also be submitted.

Have you completed a General Risk Assessment? If so please provide a copy.
Have you arranged appropriate insurance cover?
Would you wish to attend a meeting of the Event Advisory Group to discuss your event? Please note that meetings are normally held during the working day.

Signed:
Capacity:
Date:

Please return your form to: Licensing Team
Richmondshire District Council
Mercury House
Station Road
Richmond
North Yorkshire
DL10 4JX

licensing@richmondshire.gov.uk

Evaluation Form - Sample

Evaluation is always worth doing - it helps you to improve for the next time, and it shows external organisations - funding bodies and corporate sponsors - that you know your target audience. You can use your event evaluation to produce a short report about the event which you can email to everyone who helped make the event happen, and you can use it as the basis for the next event you plan, as well as helping you to raise funds in future.

Please change the questions below so that you are evaluating the success criteria of your own event. But keep the format similar so that people mainly have to tick boxes or circle numbers - they are more likely to fill them in. It's also worth asking people if they stayed overnight or spent money locally so that you can show your event's contribution to the local economy.

NAME AND DATE OF EVENT:						
How many people are in your group?	1	2	3	4	5	6
In your group, how many people are:	1	2	3	4	5	6
Under 16	1	2	3	4	5	6
Between 16 and 24	1	2	3	4	5	6
Between 24 and 60	1	2	3	4	5	6
Over 60?	1	2	3	4	5	6
(These ages roughly coincide with child, student, working age, retired - but change the age ranges if you have reason to do so)						
What is the first part of your postcode?						
If you do not live locally, did you pay to stay overnight somewhere near here?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Apart from this event, have you spent money locally?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
How many acts did you see?	1	2	3	4	5	6
How many activities did you take part in?	1	2	3	4	5	6
Would you recommend it to a friend?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Would you come again?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

What marks would you give us out of 10?
(1/10 is terrible, 10/10 is fantastic)

What was the best and what was the worst bit of this event?

Any other comments - please write here and overleaf.

Would you like to have your name added to our email list so we can keep you informed of forthcoming events? If so, please print your name here:

Thank you very much for completing this evaluation form. Please give it to the steward on the way out/post into the box on table near the exit. (Always give guidance on how to return the forms, but don't expect people to return them by post because most people won't.)

You might want to add:

COMPLETE THIS FORM AND WIN A BOX OF CHOCOLATES!

If you choose to supply your email address we will automatically enter you into a prize draw to win a box of chocolates (or some other product supplied by a sponsor or made locally etc).

You also need to include data protection wording here e.g. Your email address will be solely for our use, to inform you of future events. We will not pass your details on to anyone else.

Additional notes:

Example Health & Safety Policy - Lymm Festival Health and Safety Policy

People often think Health and Safety are words which will stop things happening. But without H & S considerations, more people would die in fair ground accidents and suffocate in night clubs because of blocked fire exits etc. Of course there is risk associated with doing anything, but as an events organiser, it is your duty to minimise risk, and make sure your event runs smoothly, because **the buck stops with you.**

There is a Health and Safety Policy template available here www.hse.gov.uk/risk/casestudies/index.htm but the Lymm Festival Health & Safety Policy example pasted below might be more useful to you.

Health and Safety Policy

LYMM FESTIVAL

18 April 2012

Lymm Festival is an annual arts and cultural event that takes place at the end of June/beginning of July. Around 50 separate events are held in the Lymm area, which are promoted by the Festival Committee. From time to time, the Festival Committee may promote other individual events in the area.

Lymm Festival Committee has a responsibility for the health and safety of its volunteers and for those attending the events it promotes. Organisations and individuals contracted to supply services to the Committee will be expected to have their own arrangements in place. However, Lymm Festival Committee will satisfy itself that these are sufficient to allow it to meet its own responsibility. Event organisers and participants will be required to co-operate with the Committee to enable it to meet its responsibility. Each event promoted by the Committee will be subject to a risk assessment before it takes place.

This is the statement of general policy and arrangements for

Lymm Festival

Overall and final responsibility for health and safety policy is that of

Lymm Festival Committee

Day to day responsibility for ensuring this policy is put into practice is delegated to

Roger Hannam

Statement of general policy	Responsibility of (Name/Title)	Action/Arrangements
Lymm Festival Committee will use its best endeavours to prevent accidents and provide adequate control of health and safety risks that might affect those attending Lymm Festival events or those contracted to provide services.	Roger Hannam	<p>Assess the hazards and risks associated with each event in association with event organisers and participants.</p> <p>Ensure events have properly trained stewards, capable of informing the public about and implementing emergency procedures, for example, evacuation in the case of fire or other significant event.</p> <p>Ensure that there is a responsible person in respect of each event who can liaise with the emergency services and manage any media interest.</p> <p>Ensure that the Health and Safety Law poster is displayed at places where events are being held</p> <p>Ensure that a First Aid box and accident book are available at events attended by the public.</p> <p>Ensure that plant, equipment and machinery used at public events have been properly maintained and are fit for use.</p> <p>Ensure that contractors have their own health and safety policy, public and employers' liability insurance.</p> <p>Ensure that the needs of disabled people attending events are taken into consideration.</p>
To engage and consult with volunteers on health and safety hazards and risks and provide advice and supervision on occupational health.	Roger Hannam	Volunteers, including event organisers and participants, will be fully involved in the identification of hazards and the assessments of risks associated with Lymm Festival activities.
To maintain a record of any accidents and ill health in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	Roger Hannam	Maintain supply of forms and report as necessary to the Health & Safety Executive's Incident Contact Centre.
Signed (Lymm Festival Committee chair) Subject to review, monitoring and revision by	All volunteers, organisers and participants Ian Marks Roger Hannam	Supply information about any work-related deaths, injuries, accidents and dangerous occurrences. Date 18 April 2012 Every 12 months, or sooner if activities change.

Risk Assessment Form

You need to read the guidance notes and then complete this form for every area of activity in your event

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening.	Better housekeeping is needed in staff kitchen, eg on spills.	All staff, supervisor to monitor.	01/10/13	01/10/13

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

Safety Inspection Checklist				
Location				
Date				
Person responsible for safety and completing this checklist				
Name	Well before the event	Date		
Name	Just before the event	Date		
Name	During the event	Date		
Name	After the event	Date		
		Please tick	Yes	No
SITE ACCESS/EGRESS				
Are entrances/exits clear?				
Are staff/stewards in place?				
Can emergency vehicles gain access?				
Are pedestrians segregated from vehicles?				
Are security precautions in place?				
Have adequate signs been provided?				
SITE CONDITION				
Is the site free from tripping hazards eg cables, potholes, footpath defects etc?				
Are permanent fixtures in good condition eg seats, fencing, signage etc?				
Has vegetation been cut back, debris removed and the area made safe?				
Have current weather conditions created new hazards to be addressed?				
ATTRACTIONS/ACTIVITIES/STRUCTURES				
Have all structures been completed?				
Have all structures been inspected and approved by a competent person where required?				
Are all activities/attractions sited correctly and checked?				
Have all activities/attractions supplied evidence of insurance and health and safety requirements?				
Are all potentially hazardous activities segregated and/or fenced as required?				
Have temporary flags/decorations been installed correctly and checked?				
Have any unanticipated hazards been introduced?				
EVENT PROVISIONS				
Is fire fighting equipment in place?				
Is lighting in place where required?				
Have electrical supplies/equipment been checked/certified?				
Have toilets been provided where required?				
Are first aid facilities in place?				

Is control centre in place and public address system working?		
Are adequate waste bins in place?		
Are stewards in place?		
DEFECTS NOTED:		
REMEDIAL ACTION TAKEN:		
Printed Name of Inspector:		
Signature:		
Date & Time of Inspection:		
AFTER THE EVENT	Please tick	YES NO
EXHIBITORS/ATTRACTIONS		
Have all attractions been dismantled and removed?		
Have all exhibitors vacated the venue?		
Have all vehicles left the venue?		
TEMPORARY FACILITIES		
Has all equipment been dismantled and removed?		
Have all structures been dismantled and removed?		
Have temporary markers such as stakes, ropes, flags etc been removed?		
Have any holes/trenches etc been made good?		
Have all temporary electric installations been isolated and made safe?		
WASTE COLLECTION		
Has all waste been collected satisfactorily?		
Has all waste been removed from the site?		
Have all residue fire hazards been checked eg. Fireworks, bonfires?		
VENUE CONDITION		
Has any damage to permanent facilities, buildings or the ground been reported?		
Has any damage been found during inspection?		
If the answer to either of the above is yes then describe briefly below		
INCIDENTS/ACCIDENTS		
Were any incidents/accidents reported during the event?		
If yes describe briefly below.		
IF YOU ARE HOLDING AN EVENT ON COUNCIL PROPERTY, PLEASE INFORM THE COUNCIL OF ANY INCIDENTS/ACCIDENTS, AND GIVE THEM COPIES OF YOUR ACCIDENT REPORT FORMS		
Remedial action taken:		

PLEASE ADVISE THE COUNCIL OF ANY DAMAGE FOUND AND REMEDIAL ACTION TAKEN

Printed Name of Inspector:

Signature:

Date & Time of Inspection:

Accident Report Form

You need to complete this form if anyone suffers a personal injury or loss at your event. If your event is on Richmondshire District Council land or property, you will need to provide copies of the Accident Report Forms to the Council. Make sure **the person who completes the form is the event organiser or an event representative** NOT the person(s) suffering the loss or injury.

Event Name	
Event Date	
INJURED PERSON DETAILS	
Name	
Address	
Postcode	
Tel No	
Mobile	
Date of birth	
How are they connected to the event? Employee Volunteer Exhibitor Contractor Member of the Public Other (please specify)	
DATE AND TIME OF ACCIDENT/LOSS	
Date & time reported	
Person reported to	
Do you have an Accident Book? YES/NO	
Is this incident recorded in it? YES/NO	
DETAILS OF INJURY/LOSS	
Specify injury details eg left or right side etc, and/or loss or damage	

DETAILS OF ACTION TAKEN/FIRST AID GIVEN	
Assisted by event representative	
First aid administered by	
Ambulance called YES NO	Taken to hospital YES NO
Name and address of hospital	
Taken home YES NO	
CIRCUMSTANCES OF ACCIDENT AND LOCATION OF ACCIDENT	
NAME, ADDRESS, TEL NO OF WITNESSES	
PERSON COMPLETING THIS FORM	
Name	
Address	
Postcode	
Tel No/Mobile	
Signature	

OUTDOOR MOBILE CATERING CHECKLIST – BEFORE THE EVENT

Outdoor/Mobile catering checklist – Setting up your stall

For all outdoor and mobile caterers at your event to complete in advance.

Local Authority registered with -

Registration number -

FHRS Score -

Food safety management

Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat? YES / NO

Do you keep monitoring record sheets, training records, etc? YES / NO

Are these available for inspection on your trailer/stall? YES / NO

Storage

Are all food storage areas under cover and protected from contamination? YES / NO

Are they clean and free from pests? YES / NO

Do you have enough refrigeration? Does it work properly? YES / NO

Food preparation and service areas

Have you got enough proper washable floor coverings for the food preparation areas? YES / NO

Have you got precautions to keep mud out of the stall in wet weather? YES / NO

Are all worktops and tables sealed or covered with an impervious, washable material? YES / NO

Have you got enough preparation work top space? YES / NO

Have you got enough wash hand basins? YES / NO

Are they supplied with hot and cold water, soap and paper towels? YES / NO

Have you got sinks which are large enough to wash food and equipment in (including bulky items)? YES / NO

Are they supplied with hot and cold water? YES / NO

If there is no mains drainage have you made hygienic provision for the disposal of waste water e.g. waste pipe from sink to waste water carrier? YES / NO

Have you got enough fresh water containers? YES / NO

Are they clean and have they got caps? YES / NO

Have you got a supply of hot water reserved for washing up and hand washing? YES / NO

Have you got adequate natural/artificial lighting, particularly for food preparation and service at night? YES / NO

Is all your food equipment in good repair? YES / NO

Are any repairs outstanding since your last event? YES / NO

Can you keep high risk foods stored/displayed at 8°C or less?	YES / NO
Does your refrigerator run at < 5°C	YES/NO
Does your freezer run at < -18°C	YES/NO
Cleaning	
Is your stall/vehicle clean?	YES / NO
Can it be kept clean?	YES / NO
Have you allowed time for thorough cleaning of the vehicle/staff equipment between events?	YES / NO
Do you have a written cleaning schedule to ensure all areas are kept clean?	YES / NO
Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces? Does the sanitizer meet the official standard BS EN1276:1997 or BS EN13697:2001	YES / NO YES/NO
Are the cleaning chemicals stored away from food?	YES / NO
Contamination	
Can food be protected from contamination at all times?	YES / NO
Is the unit free from pests and is open food protected from flying insects?	YES / NO
Food waste	
Have you got proper bins with lids for food and waste?	YES / NO
Do you have appropriate arrangements for the disposal of food waste and recycling?	YES / NO
Do you have arrangements for the collection and disposal of waste oil?	YES / NO
Staff	
Are all your food handlers trained, supervised or given instruction to ensure food safety?	YES / NO
Have you any untrained, casual staff carrying out high risk food preparation?	YES / NO
Do your staff display a good standard of personal hygiene and wear clean over-clothing?	YES / NO
Have you a good supply of clean overalls/aprons?	YES / NO
Are your staff aware that they should not handle food if suffering from certain illnesses?	YES / NO
Have you a first aid box with blue waterproof plasters?	YES / NO

You may wish to add here the name and contact details of the Event Management Team member responsible for managing the food safety process eg

Please return this form to:

By email Y

Or by post Z

By DATE

OUTDOOR MOBILE CATERING CHECKLIST – DURING THE EVENT**Outdoor/Mobile catering checklist – Safe Food Practices during the event**

For all outdoor and mobile caterers at your event to complete on site.

Storage

Is good stock rotation carried out, and are stocks within their expiry dates?	YES / NO
---	----------

If you use raw and cooked foods are they adequately separated during storage?	YES / NO
---	----------

Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	YES / NO
--	----------

Purchase

Are you purchasing raw ingredients or food products from a reputable company?	YES / NO
---	----------

Preparation

Do staff always wash their hands before preparing food, and after handling raw food?	YES / NO
--	----------

Are separate utensils used for raw and cooked food, e.g tongs, knives etc?	YES / NO
--	----------

Do you use separate chopping boards for raw and cooked food?	YES / NO
--	----------

If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?	YES / NO
---	----------

Cooking

Is all frozen meat and poultry thoroughly thawed before cooking?	YES / NO
--	----------

Is all meat and poultry cooked until it is piping hot (above 70°C) and the juices run clear?	YES / NO
--	----------

Are cooked and part-cooked food separated during cooking?	YES / NO
---	----------

Reheating food

Is all food reheated to above 75°C?	YES / NO
-------------------------------------	----------

Do you only reheat food once?	YES / NO
-------------------------------	----------

After cooking

Is food cooked and served straight away?	YES / NO
--	----------

If 'no' is it hot held at 63°C or above until served?	YES / NO
---	----------

Or is the cooked food cooled to below 5°C?	YES / NO
--	----------

Once cooked, is food protected from contact with raw food and foreign bodies?	YES / NO
---	----------

Cleaning

Do you and your staff operate a 'clean-as-you-go' procedure?	YES / NO
--	----------

Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to clean food contact surfaces?	YES / NO
---	----------

Child Photography Permission Form

Name of organisation

To be completed by the organisation in accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and the child.

The (ORGANISATION'S NAME) will follow the guidance for the use of photographs and videos, a copy of which is available from (MEMBER OF STAFF RESPONSIBLE)
The (ORGANISATION'S NAME) will take all steps to ensure these images are used solely for the purposes they are intended.

If you become aware that these images are being used inappropriately you should inform (INSERT ORGANISATIONS NAME) immediately.

TO BE COMPLETED BY PARENT/CARER

I consent to photographing or videoing my child
.....

I consent to photographing or videoing my
child

I can confirm that I have read, or been made aware of, the organisation's
photography and videoing policy.

I can confirm that I have read, or been made aware of how the organisation's will
use these images or videos in future and how these images or videos will be stored
within the organisation.

Signature of parent/carer:

Print name of parent/carer:

Date:

TO BE COMPLETED BY CHILD

I consent to
..... photographing or videoing my involvement in sporting activities.

I confirm that I have read, or been made aware of, the organisations' photography
and videoing policy.

Signature of child / young person:

Print name child/young person:

Date:

Alphabetical Check List

We have compiled this list to cover everything we could think of that you might need to consider running an event. There are bound to be omissions but we hope this might help you with your planning. You can print these sheets and work through them as a series of Action Point prompts, where members of the Event Management Team can volunteer to take responsibility for particular parts of the event.

Some of the topics have multiple parts to them, so you all need to be aware of what each heading involves, so that you all agree who is doing what.

Access times	Who is responsible/ comments	Do by /date?	Done?	Cost?
Accident/Sickness register	EXAMPLE			
Accommodation				
Accounts				
Accreditation				
Acoustics				
Administration				
Admission				
Advertising				
Ancillary activities				
Announcements				
Appeals for funds				
Appeals for volunteers				
Applications for participants				
Arrival arrangements				

Artwork				
Audience (to be targeted)				
Audio visual				
Badges				
Banking				
Banners				
Bar				
Barriers/fencing				
Bookings/Box Office				
Branding				
Briefing				
Briefing sheets				
Budgeting procedures				
Cancellations				
Capacity				
Car parking				
Cash flow/change				
Catering				
Ceremonies				
Chair and tables				
Changing rooms				
Check lists				
Children & Vulnerable People				
Church services				

Civic/govt receptions				
Cleaners				
Cloakrooms				
Code of Practice				
Commentators				
Committees				
Communication plans				
Competitors				
Complaints				
Complimentary tickets				
Concessions				
Contingency plans				
Contact details				
Commentators				
Committees				
Communication plans				
Competitors				
Complaints				
Complimentary tickets				
Concessions				
Contingency plans				
Contact details				
Contracts				
Copyright				

Crèche				
Crowd Management				
Credit cards				
Customer care				
Date				
Decibel monitoring				
Decoration				
Delegate packs				
Departure arrangements				
Dietary requirements				
Disabled facilities				
Displays				
Display boards				
Documentation				
Donations				
Drugs Policy				
Electricians				
Emergency procedures				
Emergency services				
Equipment				
Estimates				
Income/ expenditure				
Entertainment				
Entry arrangements				

Evaluation				
Event handbook				
Exhibitors				
Facebook				
Facilities at venue				
Fees				
Fencing				
Filming				
Films				
Finance				
Finishing time				
Fire safety				
First aid				
Food Hygiene				
Floats of small change				
Floral décor				
Franchise arrangements				
Fund raising				
Guests				
Green room				
Health and Safety General Policy				
Hiring arrangements				
Hospitality				
Hosting				

Hotels/Guest houses				
Holiday times				
Identification				
Image				
Information point				
Insurance				
Interviews				
Intepreters				
Invitations				
Invoicing				
Legal aspects				
Liaison officers				
Licences				
Lifeguards				
Lighting				
Local authority				
Logos				
Lost property				
Lost children				
Maintenance				
Major Incident				
Man power				
Maps				
Marquees				
Market research				
Marketing				

Master of ceremonies				
Medals				
Media				
Medical provision				
Meeting plans				
Menus				
Merchandising				
Message board				
Monitoring				
Music				
Noise monitoring and policy				
Offices				
Officials				
Passes				
Partners				
Patronage				
Permits				
Photo call				
Photography				
Photography permissions				
Planning				
Policing				
Political support				
Post event arrangements				
Post event Report				

Poster sites				
Power points				
Power supply				
Practice setup				
Preparation area				
Printing				
Presentations				
Press conferences				
Press launch				
Press releases				
Press room				
Projection				
Protocol				
Prizes				
Programme				
Protective clothing				
Public address systems				
Public relations				
Publicity				
Radio				
Receipt system				
Reception areas				
Recording incidents				
Recycling				
Refreshments				
Refuse areas and disposal				

Registration				
Religious services				
Research				
Risk assessments				
Safety				
Sales points				
Schedules				
Scoreboards				
Seating				
Seating arrangements				
Security daytime				
Security night time				
Secretarial services				
Services (plumbing etc)				
Shops				
Signage type				
Signage locations				
Site restrictions				
Souvenirs				
Speakers requirements				
Spectators arrangements				
Sponsorship				
Staff/stewards				
Staging				
Stage covering				

Stationary				
Stock checks				
Structure organisational				
Storage				
Subsistence				
Sunday trading law				
Support services				
Team liaison				
Technicians				
Technical equipment				
Telephones				
Tickets				
Timings				
Timetable				
Toilets				
Tourist Information				
Traders/exhibitors				
Training				
Traffic control				
Transport				
Travel agents				
Trophies				
TV				
Twitter				
Two-way radios				

Uniform				
Ushers				
Venue(s)				
VIP's				
Visitor facilities				
Volunteers				
Warm up				
Waste disposal				
Water supply				
Washing facilities				
Weather				
Web address				
Web links				
Website updates				
Welfare				

**This information is available in
alternative formats and languages**



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