# Event Plan

**(event)**

*(date(s))*

**Written by:**

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## Event Overview

**Dates**

**Times**

**Location Admission**

**Parking Areas**

**Event description**

## Event Areas

**Information Point**

**Toilets**

**Lighting**

**Power**

**Entrances**

**First Aid**

**Features**

**Supporting Documentation**

**Overview**

**Dates and Opening Hours**

**Staffing**

**Lighting**

**Payment**

**Signage**

**Power**

**Number of attendees expected**

## Event Tickets

**Ticket Prices**

**No. Expected**

## Site and Evacuation Plan

- Also see note under Emergency Plan

**Site Map**

**Evacuation Plan**

**Emergency vehicle access**

**Event Manager**

**Event Assistant**

Event Staffing

Event Team

Event Manager (First Aider)

Event Assistant (First Aider)

**Security**

## Site Decoration

**Lights**

**Signs**

## Roles and Responsibilities

**Event Managers**

**Event Assistants**

**Security**

**First Aid**

**Stewards**

## Site Policies/Security

**Alcohol Policy**

**Naked Flame Policy**

**Dog Access Policy**

**Litter**

**Media**

**Lost Property**

**Lost Child/ Child Registration**

**Vehicle Movement**

**Security**

## Staff Briefing:

## Crowd Control

## Traffic Management Plan

**Traffic Levels and Expected Peaks**

**Highways**

**Emergency Access Route**

**Car Parking Areas and Vehicle Capacity**

**Coach and Drop off Points**

**Pedestrian Routes**

## Emergency Plan

**Emergency Procedures**

**Entrance for Emergency Vehicles:**

**Emergency Incident Room:**

**Emergency Evacuation Area:**

**Location of Water Supplies:**

**Fire Extinguishers**

**Defibrillator**

**Lost Child Procedure - as above**

**Hazard Procedure (suspicious packages) - as per RA Accident Reporting - as per RA**

**Local Hospital Details:**

**Stafford County Hospital**

Weston Rd, Stafford, Staffordshire, ST16 3RS Tel: 01785 257731

This hospital no longer has 24 hours A&E services Hours 8am till 10pm (1.6 miles from site)

***Royal Stoke University Hospital***

Newcastle Road Stoke on Trent ST4 6QF

Tel ; 01782 715444

24 hours

(16 miles)

***New Cross Hospital***

Wednesfield Road Heath Town Wolverhampton West Midlands WV10 0QP

(16 miles)

**Risk Assessments**

## Insurance

## Marketing and PR

**Promotion**

**Sponsorship**

## Covid Safety

## Health and Safety

## Appendices

Appendix 1 -

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