



Charity number 1197599

Event Management Policy for Brereton Big Local CIO (events)

Introduction

Brereton Big Local CIO host events throughout the year. These can range from parades to large carnivals hosting between 4000-6000 attendees. Brereton Big Local CIO endeavour to provide successful events that not only provide community spirit and family fun, but are safe, well executed and often events that raise funds for the community.

Event Management Planning

Brereton Big Local CIO ensures that event organisers are exceptionally experienced and knowledgeable ahead of any event held. Planning and preparation can begin months in advance to warrant a successful event execution, health and safety being of paramount importance.

An event management plan would include:

- An event objective
- An event venue
- Event dates and times
- Budgeting plans.
- Organising stall holders, vendors, exhibitors, caterers etc.
- Accessibility
- Site management
- Booking a PA company to assist with planning, execution, health, and safety of events.
- Noise management plan
- Public Health and Welfare
- Medical and First Aid cover
- Electrical, gas, water supply
- Roles and responsibilities and marshal management.
- Traffic management
- Advertising of the event
- Event set up itinerary/timeline.
- Programme of events
- Event plan checklist
- Fire Safety
- Emergency and health and safety plans.

Event Management Responsibilities

The Brereton Big Local CIO Event Organiser will be responsible for:

- Informing the local authority of the event
- Seeking permission of the relevant landowner
- Submitting the relevant documentation to your local authority in a timely manner.
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks.
- Ensuring the competence of marshals and volunteers at your event to undertake their roles safely.
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc



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- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending the event.

Event Management Legal Documentation Requirements

In addition to the above responsibilities event organisers must ensure all legal documents, licences and forms are completed and applied for. These will vary from event to event but may include:

- Temporary events notice
- Music Licence
- Road Closure application
- Event Insurance
- Public Liability Insurance
- Street Collection licence
- Risk Assessments

Brereton Big Local CIO makes certain there are robust policies, procedures and risk assessments prior to the event taking place.

This policy will be used in conjunction with the Brereton Big Local CIO Events Health and Safety policy, Brereton Big Local CIO Events Fire and Safety Policy, Brereton Big Local CIO Events Marshalling Policy, Brereton Big Local CIO Risk management and Risk Assessment Policy, Brereton Big Local CIO Events Exhibitor policy, Event Management Plan (Parks and Open Spaces), Events Management Plan (Inside Events)