Event Management Plan Template

Version	
Name of proposed event	
Name of organisation applying for the proposed event	
Applicants full name	
Contact information Telephone: Email	
Type of event e.g. Non-Profit Organisation, Community, Commercial, Charity collection/charitable activities	
Please specify e.g. carnival, funfair, market, festival etc.	
How many visitors are expected to attend over the duration of the event?	
Event management plan completion date	
Amendment Notes (If required)	

Completion Instructions
- Before completing and submitting an event management plan you need to complete and submit an initial event enquiry form. The initial event enquiry form and supplementary information must be submitted in accordance with the timescales outlined in our Hosting an Event Guidance.
- Please refer to our Organising Safe Events page on our website where you will find advice on how to organise a safe event and how to notify the council that you are planning to hold do so.
- The event management plan, along with other documentation as outlined in our Hosting an Event Guidance section " checklist for submission", will need to be submitted following submission of your initial event enquiry form to events@kingston.gov.uk.

Event Management Contact Information

Please add your information to the template below (adding in extra lines as needed). It is important that you include your completed event management contact information..

Name	Role	Responsibility	Contact information
	Event Organiser	Overall responsibility	
	Event Coordinator (supporting Event Organiser)	All event infrastructure, ordering, delivery timings etc	
	Steward Coordinator (if you are using stewards at your event)	Recruitment, training and event day management	
	Crowd Management Contact (could also be the Steward Coordinator pending the size of the event)	Responsible for defining the emergency plan for evacuation; and ensuring that employees properly understand their roles in crowd management and assisting in directing the crowd in an orderly manner for evacuation	
	Security Officer	Ensure the safety of a person or group of people. They work with crowds in public places and help keep them calm	
	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections, first aid provision	
	Waste Management	Organisation of waste clearance and recycling	
	Communications (phone numbers, radio channels, public address systems)	Media spokesperson, communication to staff, attendees, contractors etc	
	Adding in extra lines as needed		

Event Details

Having read the information and guidance on our website, please now provide your event details in the subject boxes that follow.

Event Description - provide a brief summary (2-3 paragraphs) of what your event will involve

Proposed Location

Site Plan - you can use google maps to create this. Please also include details of the location and placement of any inflatable play equipment, funfairs/fairground, temporary structures (toilets, stages etc.)

Duration - start and finish dates

Build Phase - if your event has a setup and breakdown phase please provide the dates

Stewarding and Security - consideration to be given to Counter-Terrorism

Crowd Management (there are some useful sources of information on our website)

Emergency Procedures - Health and Safety Executive provides information on planning for incidents and emergencies to respond effectively to health and safety incidents and other emergencies that might occur at an event.

First Aid and Medical Cover - London Ambulance Service pre-event guidance to be completed for events over 500 capacity or those going through the Safety Advisory Group (SAG) process

Electricity - all electrical installations (electricity supplies), even temporary ones, must comply with the [Electricity at Work Regulations 1989](#).

Fire Safety - information to support you with the fire safety risk assessment includes [Fire safety risk assessment guide](#) **-** please refer to our Hosting an Event Guidance for more resources

Communications Plan - consideration to be given to residents, businesses and event staff

Lost and Missing Child/Vulnerable Person - please refer to our Hosting an Event Guidance for what your policy must include.

Lost and Found Property - please refer to our Hosting an Event Guidance for what your policy must include.

Licensing - including alcohol and entertainment

Street Trading - licences are required if you want to sell, or offer to sell, any items or services in the street. This can include games and rides.

Gambling and Gaming - including lotteries

Food (preparation and selling of food) - provide details of any catering that you plan to provide at your event. Please list any catering contractors in your Event Contact Information

Traffic, Transport and Parking - some events can have a big impact on local traffic and transport, and will require detailed traffic management plans to deal specifically with the traffic and transport. For more information please contact our street works team: streetworks.ttro@kingston.gov.uk

Waste Management and Recycling - it is essential your event has waste management and recycling arrangements

Noise - if your event has the potential to cause noise nuisance to nearby residents and businesses, your plans will require approval through our Environmental Health team: environmental.services@rbk.kingston.gov.uk

Severe Weather and Event Cancellation - you need to consider any weather conditions which may affect or lead to your event being cancelled and how you will manage this

Sustainable Event Commitment for Outdoor Events - event organisers will be encouraged to sign up to our Sustainable Event Commitment, as a condition for the use of public space and land.