

Event Management Plan

Alexandra Park Family Fun Day

Saturday 14 May 2016

12 – 5pm

Created by: Amy Stennett

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Contents

1.	Introduction.....	2
2.	Event Contacts.....	2
3.	Staffing.....	3
4.	Organisational Matrix.....	3
5.	Event Schedule	4
6.	Programme of Activities	4
7.	Method Statements.....	5
8.	Licensing	6
9.	Communications.....	7
10.	Medical Provision	7
11.	Fire Safety	7
12.	Emergency Procedures.....	7
13.	Transport Plan	7
14.	Risk Assessment.....	8
15.	Risk Assessments from Contractors	8
16.	Site Plan	8

1. Introduction

This is the first year of the Alexandra Park Family Fun Day. The aim of the event is to bring the local residents together for a fun day with activities for children such as traditional fair stall games, face painting, cake stalls, bouncy castle, community stalls and food provided by the café. There will be a small platform for local musicians to play and the Boules Club will be running inclusive sessions.

Alexandra Park is a well-used park to the south of the city. It is fenced on the perimeter and has areas of mature trees.

The target audience is local families who live near to the park; we hope to attract at least 500 people at any one time, approximately 1,000 people over the course of the day by advertising with posters around the park and letter dropping local residents. We also have our Park facebook page to promote the event.

2. Event Contacts

Key Event Management Staff

Name	Role	Responsible for	Mobile Number
Amy Stennett	Event Manager	Overall responsibility for event, co-ordinating operations	07564889665
Mickey Mouse	Safety Officer	Risk assessments, fire points, site inspections	
Minnie Mouse	Volunteer/Steward Coordinator	Volunteer coordination, briefing and event day management	
Pluto	Stage Manager	Set up stage equipment and comperre the days bands	
Daffy Duck	Stallholders Management	Send out and receive forms, distribute car passes for unloading, site on arrival, point of contact	

Key Contractor Contacts

Organisation	Contact Name	Service	Contact details	Notes
ABC marquees	Joe Bloggs	Marquee	Mobile and email	Quote sent –need to confirm
Mr Whippy	Gino Ginelli	Ice Cream Van		Have briefed on event, need siting on the day
Daves PA	Dave	PA system		Colin's mates company, have all suitable outdoor connections
Bouncy Bouncers	Bill Bouncy	Bouncy Castle		Checked PIPA and insurance docs. Require payment on the day
Circus Wizardry	Clive	Circus Skills Workshop		Needs 15m x 15m + walkabout balloon modeller
Boules Club	Ben			Running adhoc sessions depending on numbers

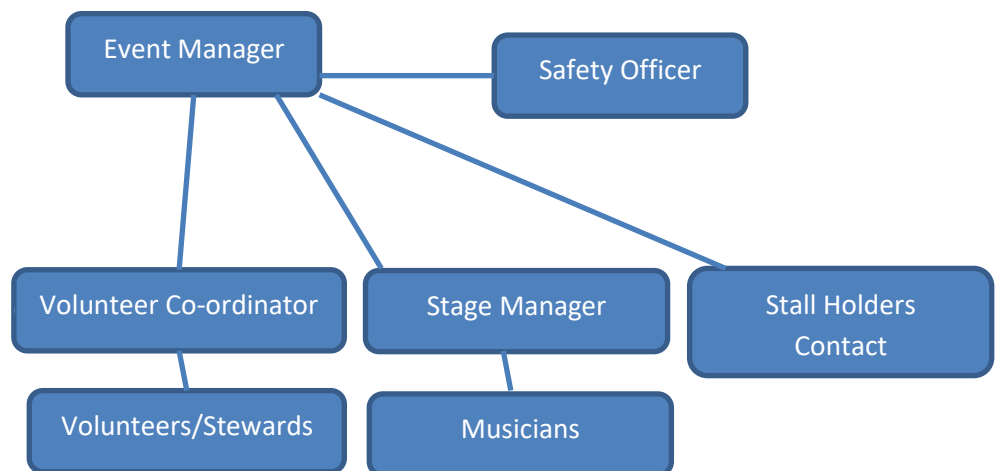
Stallholder’s contacts

Organisation	Contact Name	Activity/Goods	Contact details	Notes
British Legion	John Smith	Information/Tombola	Mobile and email	3mx3m gazebo
Alexandra School	Mrs Poppet	Games + raffle		3mx3m gazebo plus extra 6m for games
Knitting Group		Selling handmade knitwear		3mx3m gazebo
Toddler Club		Second hand baby clothes		3mx3m gazebo
Cakes		Cakes and Jam Stall		3mx3m gazebo
Bath Cats and Dog Home		Pet products, promotional info, tombola		
Nursery school		Second hand books		
Friends of AP		Plant sale		6m x 3m gazebo
Forever Friends RUH		Face Painting		3m x 3m gazebo

3. Staffing

Position	Location	Name	Mobile	Hours
Steward 1	On entrance to park, only permit access for disabled drivers	John Smith	Mobile number	11:30 – 17:30
Steward 2	Main entrance- welcome + info	Jim Bean	Mobile number	11:30 – 17:30
Steward 3	Near Stall holders – info point			11:30 – 17:30
Steward 4	Stage			11:30 – 17:30
Cleaner	Toilets			12:00 – 17:00
Litter Pickers x2	Event Site	Lil Perry		11:30 – 18:00

4. Organisational Matrix



5. Event Schedule

Pre- Event Day							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
12/5/2016	Pick-up event signage from sign printer	10am	12 pm	Van + Bill & Ben	Take cheque for payment	X Van booked	
13/5/2016	Mark out field	9am	1pm	Amy + Mickey	Outline as per site plan		
Event Day							
Task	Start	Finish	Resources/ who	Notes	In Hand	Complete	
Marquee company arrive	8am	10am	ABC marquees				
Stall holders arrive on site	10am	11am	Stalls coordinator -	All vehicles off site by 11.30am and no further vehicle movements	Stalls coordinator briefed		
Bins arrive – put out around field	10am		Tom	5 bins			
Set up stage	10am	11.30am		11am sound check			
Bouncy Castle Arrives	10am		Bill				
Face painter/circus skills arrives/Balloon Modeller	11.30am						
Ice cream van arrives	10am						
Post Event Day							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
16/05/2016	Return bins	9am	10am	Van + Tom	Store in pavillion	X	

6. Programme of Activities

Programme of Activities							
Time	Stage programme	Circus Skills	Face painter			Balloon modeller	Other
12:00	Mayor opening	Circus Skills	Face painter			Mix and Mingle	
12:15	Band X						
12:30							
12:45	Changeover						
13:00	Band y						
13:15							
13:45	Changeover					Balloon modeller	
14:00	Band z	Break					
14:15							
14:30	Changeover						
14:45	Band t						

15:00							
15:15	Changeover						
15:30	Band w						
16:00							
16:15	Changeover						
16:30	Band a1						
16:45							
17:00	Event Close – All activities Stop						

7. Method Statements

a. Insurance

Public liability insurance document to the value of £5 million submitted with this plan.

All suppliers have submitted copies of their public liability documents for our files.

b. Temporary Structures

- Stall holders will provide their own gazebos for use as shelter. Any tent not deemed suitably secure by the Safety Officer will be asked to be fixed or otherwise removed from the site.
- A 6 x 12m marquee will be erected by ABC marquees following their own procedures. Risk assessments and method statements are available on request.
- A small stage platform approx. 4m x 5m will be built near the café inside the marquee. The platform will be approx. 50cm high.

c. Food Provision

- Ice cream van is registered with local authority and has provided all safety certificates and insurance.
- Park Café to provide hot food following normal operating procedures. They are registered with B&NES.
- Cake stall – all food to be prepared in people’s homes and served using disposable plates following Food Safety guidelines.

d. Toilets

- There are 2 existing toilets which are managed by Healthmatic. They have been notified of the event and will clean in the morning.

e. Waste Removal/Recycling

- All persons will be encouraged to re-cycle waste by providing separate receptacles for plastic bottles/cardboard/cans.
- The café already provides recycling bins; they will look after their own waste.
- The café will provide biodegradable disposable containers for use at the event.
- Volunteers will litter pick throughout the day with the glove and litter pickers provided by the Friends of Group.
- All waste will be bagged and removed from the park.

f. Electricity

- Electricity for the stage will come from the café.
- All cables are suitable for outdoor use.

g. Lost Children

- A lost child point will be located at the schools stall.
- There will be 2 DBS checked staff there at all times.
- If a lost child identifies themselves to any member of the team, they will notify the event manager and then wait with the child in the location for 10 minutes in order to reunite the child with their parent/guardian.
- Should the child not be reunited they will be taken to the lost child point and the search for the parents will commence.
- If parent/guardian has lost a child, the description of the child will be circulated to all event team members and a search of the site will commence.
- Announcements will be made over the PA but no description of the child will be given.
- All incidents will be recorded.
- If any child is not reunited with their parent/guardian the event manager will contact the police on 101.

h. Funfairs and Inflatable's

- A bouncy castle will be provided by Bouncy Bouncers.
- They will supervise the inflatable at all times and set up and anchor the inflatable following the manufacturer's instructions.
- Bouncy Bouncers are accredited to the PIPA scheme and have provided evidence of a current certificate.
- Bouncy Bouncers have provided a copy of their public liability insurance for £10 million.

i. Noise

- The stage area will be managed and monitored by the stage manager.
- The PA system is 2000W
- Recordings of the noise levels will be recorded at the perimeter fence using B&NES Noise App.
- All residents will be informed of the event and invited to join in the festivities.
- A contact telephone will be included on the literature which will be answered throughout the event.

j. Animals

- No animals will be taking part in the event.
- Dogs are permitted in the park on a lead.
- Any persons not picking up their dogs waste will be reminded to do so.

k. Surface and tree protection

- Stall holders will be permitted to drop off any large equipment prior to event opening.
- If the ground is wet vehicles will not be permitted on the grass.

8. Licensing

Premises and TEN (Temporary Events Notice)

- The audience for the music area will be less than 499 at all times so will not require a TEN

9. Communications

Residents

- All residents surrounding the park will be informed of the event times, activities and contact number by letter/flyer 4 weeks prior to the event
- Posters will be put up around the park at least 4 weeks prior to the event
- Details of the event will be posted on the friends of the park facebook page

Audience

- Signs will direct people to the toilets, first aid location and lost child point.

Staff

- A briefing sheet will be prepared with a site plan and contact numbers for all members of the event team.
- A verbal briefing will be given on site at 11.30am for all volunteers.

10. Medical Provision

- St Johns Ambulance will provide a clearly signed first aid post on the main field shown on the site plan.
- 2 first aiders will be present at all times.
- All staff have been briefed on the location of the first aid point and how to seek assistance if required.

11. Fire Safety

- No generators or external sources of combustion will be used.
- External providers such as ice cream van and bouncy castle are following their fire risk assessments.
- All power will come from the main building where an RCD unit is installed.
- No smoking will be permitted in any gazebos and will be discouraged for the whole park.

12. Emergency Procedures

- If the site needs to be evacuated, an announcement will be made via the PA, all activities will stop and all stewards will direct all persons to leave the park at the nearest exit.
- The muster point is at the entrance to Beechen Cliff School.
- The decision to evacuate will be made by the event manager and safety officer and following guidance from the emergency services.
- In the event of a fire the area around the flames will be evacuated immediately.

13. Transport Plan

- Stall holders will be permitted to unload in the park and then will need to remove their vehicle.
- No vehicle movement in the park after 11.30am
- As this event is for local residents, all guests will be encouraged to walk or cycle to the event.

- The car park will be monitored by a steward at all times, when the car park is full a sign will be placed at the gate so no more cars will enter.

14. Risk Assessment

- Please see attached risk assessment

15. Risk Assessments from Contractors

- Copies of all contractors risk assessment will be kept on file and are available on request.

16. Site Plan

- Please see attached Site Plan.