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# Event Planning Guide

## Event Planning

No event is perfect but some are much better than others. People who work in the entertainments industry all have tales of some laughable incident where the obvious wasn't thought of, or where disaster struck. In order to help prevent and cope with mishaps please consider the following points. Although not an exhaustive list, these points should provide a starting point for planning an enjoyable event. Not all points will apply to every event.

- **What type of event are you planning?**

Putting on a rock show is very different from presenting a lecture. The venue for a lecture will typically require seating whereas a rock event will require standing room. How many people do you expect to attend?

- **Decide what service companies you will need.**

Sound (Lawsound), Lighting, Staging, Catering, Publicity, Stewards, Security, Cleaners, etc

- **Speak to the companies providing the services – Do not assume anything.**

Make sure they will give you what you need. Also make sure you understand what they need. It's a bit late on the night to discover that the lighting company requires a large electrical supply and all the venue can offer is one 13A socket.

- **Choose a suitable venue.**

Ensure you and the Function Manager or the building Duty Holder understand the service requirements and the nature of the event. Also make sure that the venue has the ability to cater for all the service companies' requirements. Check the local government or venue entertainment's licence limitations to what you can do at that venue.

- **Assess the venue.**

1. How will the service companies get large or heavy items into the venue? Will their times of arrival have to be staggered or can they safely all load-in at the same time?
2. Do you need police traffic cones on the road outside the access points?
3. Where will the public come in? Do you need car park attendants?
4. With the service companies' set-up in place how many people can the venue safely hold?
5. Are the fire escapes suitable and sufficient?
6. How many First-Aiders will be required? Do you need a doctor/ ambulance?
7. Where will first aid points be situated? (Somewhere quiet and well lit is preferable.)
8. How many stewards/ door staff/ security staff will be required? Are they trained?
9. How will the venue be evacuated in the event of a fire?
10. Are there suitable sanitary provisions? – Remember the longer workers have to stand in a cue, the longer it takes for them to return to work.
11. Welfare facilities for the workers will be required. Depending on the event they may need a place to eat, change clothing and rest. A toilet would be nice!

- **How will organisers, venue Duty Holders and service companies communicate before, during and after the event?**

Common methods during the event are PMR446 licence exempt radios, other walkie-talkie systems, light systems and sound systems.

- **What information will the public require, and how will it be delivered?**

Could peoples' hearing be sensitive to loud noises? Would fast flashing lights cause problems for a person with photo-sensitive epilepsy? Would there be a problem if children turned up? Consider

having information posters and an Information Point with a steward to advise. Safety notices can be printed on the reverse sides of tickets.

- **Draw up a Health & Safety Plan and discuss this with everyone involved in running the event.**

This is very likely a legal requirement for the organiser. Risk assess all activities. Make sure staff and volunteers understand their responsibilities. You may need a planning meeting just to discuss risk management.

- **After the event sit down and discuss the event.**

Identify areas that worked well and those that did not and improve your systems of work. Give everyone a chance to comment. Thank organisers and encourage good work.

You may find the following links useful.

For Health & Safety Information

<http://www.hse.gov.uk>

<http://uk.osha.eu.int>

Support Organisations

<http://www.artsnetworks.net>