



EVENT MANAGEMENT – CHECKLIST FOR ORGANISING AN EVENT

ORGANISING COMMITTEE

An organising group should be formed from the very beginning of a project, whether it is a local fun day/gala day or large-scale music festival. This allows the numerous tasks to be shared out and also ensures the smooth running of the event. It may be useful to design a checklist detailing all the tasks and assign them to specific people. These people and tasks can then be grouped into categories.

Title	Responsibility	Name	Contact Details
Event Manager	The person who co-ordinates and oversees all aspects of the event		
Finance	Responsible for authorising payments and preparing and maintaining budgets		
Administrator	Dealing with correspondence, completing and submitting application forms, taking notes of meetings		
Fundraiser	Responsible for sourcing and securing all sources of income, grants, funding and sponsorship		
Promotion	Responsible for promoting the event and producing promotional literature and materials		
Entertainment	Responsible for booking performers, entertainers and attractions		
Resources	Responsible for sourcing, booking and hiring all facilities, equipment and materials		
Site Co-ordinator	Responsible for events infrastructure and coordination at the event		

PLANNING THE EVENT

Decide on the Event: The first thing to consider when planning an event is why you are doing it and decide what type of event will achieve your aims. Always ensure the event is achievable within the capabilities of your organising group and that you have the commitment from all those involved to help plan and deliver and that size and timescales are manageable and realistic.

Set a Date: Set an intended event date and work backwards to ensure you have allowed sufficient time for all eventualities. Try to find out if you are going to clash with any other local events, or try to tie your event into another local one to enhance each other's event. Our [Events Diary](#) can provide events listings for local events. If you are planning a major event it would be wise to check with Visit Scotland, who produces the "What's On in Scotland" guides.

The Council Licencing Standards Officer is available to discuss the requirements and offer guidance at an early stage in advance of your application should this be required.

You should then contact Clackmannanshire Council Licencing (licensing@clacks.gov.uk) as soon as possible (no later than 12 weeks prior to your event) with your completed application form(s) and paperwork required.

Where temporary road closures or traffic restrictions are required these applications must be submitted 4 months prior to the event taking place.

Larger events or events that have the possibility to cause traffic disruption to the area require a minimum of 6 months notification prior the event taking place.

EVENT ORGANISATION A-Z

Admission:

- Agree on ticket/admission charges if required and include concessions, if possible.
- Will this be cash only payments on the day? Pre payment? Will you offer cashless payment options?
- Work out how you are going to control entry and exit to the event.
- How will you monitor/record how many people are in attendance at the event at any one time to ensure no overcrowding.
- Do you need to issue ID passes or badges to staff, contractors, entertainers etc?
- Ensure there are ample clear pedestrian routes which are well lit to and from the site
- Ensure the admission area is suitable for people with disabilities.

Animals

- Will you have a Petting Farm, Alpaca Walks etc in attendance on the day? If so proper hand washing facilities need to be in place next to the animals with water, soap and hand towels provided and guidance given to wash hands after touching the animals. Hand Gel is not sufficient.
- Careful consideration must be given to animal welfare matters when dealing with events involving live animals

Bookings:

- Agree on advance ticket bookings, including ticket outlets, on the day sales and types of tickets to be used.
- Have a copy of all facility, contractor and entertainment bookings including emergency contact numbers on site in case of problems or no-shows.

Car Parking:

- Ensure sufficient parking is available either at the venue or the surrounding areas.
- For large-scale events, check with Clackmannanshire Council Roads Department on suitable parking locations.
- Provide Car Park Stewards to ensure people park sensibly and to avoid congestion.
- Ensure there are parking facilities nearby for people with disabilities.
- Advertise on Social Media where car parking will be for the event and areas that should not be used to park
- Inform invited guests where parking will be prior to the event.
- Think about producing and sharing a map which shows where car parking will be
- Is the venue car park being used as part of the event? You may need Clackmannanshire Council to issue a closure for the carpark and you will require cones/signage/barriers to be in place to stop anyone using this on the day but please remember access must still be available for Emergency vehicles.

Catering:

- Are you having catering at your event?
- Mobile caterers (burger vans, ice cream vans, hot dog stands, etc) may be required to have a Clackmannanshire Council Street Traders License to allow them to trade at an event. This should be discussed with potential food vendors and the Councils Licencing department.
- Outside catering questionnaires must be completed by each person supplying/selling food at the event and submitted to Environmental Health prior to the event.

- Copies of Street Traders Licenses and Food Hygiene Certificates should be included with your License application.
- Anyone supplying/selling food at your event is required to have allergen information available
- Providing food at a community or charity event this following guidance must be adhered to <https://www.foodstandards.gov.scot/consumers/food-safety/buying-food-eating-out/community-and-charity-events>

Crowd Capacity:

- An early estimate of numbers expected to attend should be made. All Clackmannanshire Council venues and parks have maximum capacity numbers depending on the type of event. If you require these please contact 01259 213131. The numbers attending your event will affect the number and sizes of entrances and exits along with any other necessary safety requirements.

Decoration:

- Work out if you need flags, bunting, banners etc, how and where are you going to get these? You may need permission to hang bunting and flags in streets, contact the Councils Roads department for further guidance. Banners etc are not permitted in some areas always check for permission before putting these up.

Emergency Procedures:

- Identify any problem areas, e.g. ensure an emergency vehicle can access your event, Where does it access? Who is going to meet it? Where are they going to meet it? Remember large emergency vehicles may be unable to drive over grass areas.
- How are you communicating with the public at the event if there is a problem, loud hailer\PA system?
- Who will raise the alarm if there is an incident at your event? Who will they report this to?
- Ensure all staff/volunteers have clear knowledge of the Emergency Procedures and everyone knows their duties during any type of incident.
- If you are holding a large-scale event, contact Licencing at the Council in the first instance.
- Your Emergency Procedures should be detailed in your Event Plan

Face Painting:

- Each individual person carrying out face painting will require to have Risk Assessments and Insurance in place. A copy of these are required to be submitted with your Licence application.

Facilities:

- Make sure you book all the facilities you require, such as changing facilities, toilets. Storage, bar/catering areas, cloakrooms, ticket office, car parks, exhibition space etc. and include set up and dismantle time.
- Ensure you book additional equipment in the facility, such as PA systems, AV equipment, technicians etc.
- In some venues not all facilities can be booked from the same organisation eg you may book the indoor event space from the Community Council but the outdoor areas may require to be booked from the Council. Always check.

First Aid:

- A recommended number of first aiders are required dependent on the type of event. Contact St Andrews Ambulance Association or the British Red Cross for further guidance. For large events 5000+ capacity an on-site ambulance is required.
- Details of who is supplying your First Aid and how many First Aiders will be in attendance on the day is required to be documented in your Event Plan.

Fire:

- All facilities should have a Fire Risk Assessment in place, ensure you have a copy and your staff/volunteers have access to it. Copies to be provided with your Licence application.
- For outdoor events you should undertake a Fire Risk Assessment copies to be provided with your Licence application.
- All staff/volunteers must read/sign to say they understand the risk assessment and be aware of their role in the event of an emergency.
- Each event is required to have an Emergency Evacuation Plan in place.

Health & Safety:

- Legislation regarding the conditions for staff, volunteers and members of the public must be adhered to. The safety of the public is paramount at any event and must never be compromised or put at risk. A useful guide to have access to is "[Charity & Volunteer Workers – a Guide to Health & Safety at Work](#)" (HSG 192 ISBN-O-7176-2).
- Risk assessments should be carried out for all events. The assessments are an important tool in identifying potential hazards which could lead to an accident occurring and the measures that need to be taken to ensure risks are minimised or eliminated. Ensure your suppliers of equipment such as funfair rides and bouncy castles have adequate risk assessments and insurance in place and that you have a copy. Copies of all Risk Assessments and Insurance certificates to be submitted with your Licence application.
- Pipa and Adips Certificates for all inflatables required and must be submitted with your Licence application.
- If electrical items will be in use at the event by either the organiser, vendors or anyone at the event evidence of PAT testing being carried out including certificates must be submitted with your Licence application.

Inflatables:

- Please refer to the following HSE guidance on hiring or using inflatables at your event. <https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>
- A competent trained person must be in attendance to supervise the inflatable at all times
- Most play inflatables will display either a numbered PIPA tag or an ADiPs declaration of compliance (DoC) to show they comply with British Standard BS EN 14960. Copies must be included with your Licence application.
- If you're buying or hiring any inflatable for private or public use you should make sure it also has instructions on how to operate it safely.
- Wind speed must be recorded at regular intervals by an anemometer and if wind speed exceeds manufacturers maximum speed guidance inflatables must be taken out of use immediately.
- No inflatable should be used when internal inflation pressure is below the minimum, or above the maximum specified by the manufacturer, in the operations manual
- Regular measurements of the internal pressure of the inflatable should be taken using a suitable pressure measuring device, such as a manometer. If one of these is not available, the inflatable should not be operated. These measurements should be recorded.
- When using the inflatable outside, all the anchor points must be used, with metal ground stakes at least 380 mm long and 16 mm wide, with a rounded top. They should have a welded metal 'O' or 'D' ring fitted to the end
- All inflatables must have at least 6 anchor points. The operator manual will tell you how many there should be, and you should check to ensure they are all still in place and have not been removed
- The ropes used to secure the inflatable should be in good condition and not stretched, frayed or rotten. Never use improvised tow ropes, eg bungee cord

- If ground stakes cannot be used because of the surface (eg tarmac) use ballast with anchor points each weighing at least 163 kg and with suitable fixings to attach the guy ropes. The inflatable should be tightly secured to the ground so that the wind cannot get under it and lift it up
- If an inflatable is being used indoors, refer to the operator's manual which will provide instruction on what anchorage is necessary to maintain the shape of the device and prevent overturn
- Where an inflatable is used on either hard standing or any ground that would cause injury should the user fall from the device, suitable impact attenuating material should be provided.
- All power sources, generators, fans etc must be cordoned off at all times.
- Suitable and sufficient Risk Assessments must be provided by the supplier who is operating the inflatables, copies to be included with your Licence application.

Insurance:

- It is essential that insurance be organised to safeguard the interests of the group and its individual members. An incident or accident could occur during an event which could result in a claim for compensation by a third party and any claim could be directed against the organisers if there was no insurance or inadequate insurance cover, the organisers could be sued on a personal basis.
- It is recommended that organisers arrange for Public Liability Insurance cover with a minimum level of £5m, this would cover against third party claims for injury or damage to property as a result of the negligence of the event organisers.
- The organisers must ensure that other parties in attendance, e.g. stallholders, fast food caterers etc., also have Public Liability Insurance cover. If this is not done, in the event of a claim against one of these parties, and they have no insurance or inadequate insurance, then the organisers may be liable for failing to carry out proper insurance checks.
- Copies of Public Liability Insurance for all parties to be submitted with your Licence application.

Licence:

Many events are subject to obtaining some form of licence, some examples of these below. If you are unsure whether or not you require a Licence or what type of License please contact licensing@clacks.gov.uk for further advise.

- If alcohol is for sale an Occasional Licence is required
- Where food and other goods are for sale Street Traders Licences may be required
- If multiple stalls are involved in the event a temporary market operators licence may be required
- Where charity collections are being made a Public Charitable Collections Licence is required
- If a raffle is to take place you may wish to take advice about the requirements of the Gambling Act, 2005
- A Temporary Public Entertainment Licence may be required even for free events open to the public
- A Music Licence issued by PPL PRS Limited is a legal requirement, whether music is played live, on a tape/cd player, jukebox, radio, video, television or karaoke, and whether or not the performers are paid. Clackmannanshire Council venues have PRS licences in place; however, groups must provide details of music played and gross box office receipts, if required.
- A public procession notification and consent is required for any parade, march etc.
- A premises may already hold a Public Entertainment Licence ensure this Licence covers the areas of the premises/outside space your event is taking place. If not an additional Temporary Public Entertainment License may be required to cover those additional areas.

- If the premises holds a Public Entertainment Licence you should still make licensing@clacks.gov.uk aware of your event, When this will take place, type of event, what activities will be taking place during the event. How many people are expected to attend, whether this will be an event open to the public or invited guests only.

Litter:

- Organisers should leave the venue/surrounding areas clean and tidy.
- If you require additional bins or waste uplifts please contact Waste Services on 01259 450000. Please note this may be chargeable.

Lost People & Property:

- A meeting point should be identified and arrangements made for lost children and property. How will you make people aware? PA system? Details should be included in your Event Plan. You should understand the requirements of part VI, the Civic Government (Scotland) Act, 1982 in relation to handling lost property.

Marketing/Promotion:

- Effective marketing and promotion is vital to the success of your event. Draw up a marketing plan and remember to include advertising, media details, official programme, printing, photographs, tickets and merchandise sales.
- When advertising on social media tag Clackmannanshire Council in your post on Social Media and we will share on our Social Media sites.

Marquees/Gazebos:

- When booking marquees, ensure the company/organisation will erect and dismantle the marquee, have risk assessments, and carry their own insurance. Ensure the marquee is fire retardant and will be sited on stable ground, and any ropes, fixing mechanisms are clearly identified/cordoned off to avoid tripping hazards.
- Please ensure all marquees/Gazebos owned by yourself are erected/dismantled as per manufacturers instructions. Ensure these are fire retardant and will be sited on stable ground, any ropes, fixing mechanisms are clearly identified/cordoned off to avoid tripping hazards. These should be checked regularly for any faults. Risk Assessments must be in place. Wind speed measured at regular intervals throughout the event and Marquees/Gazebos taken down should wind speed exceed manufacturer guidance.
- Copies of Risk Assessments/Insurance Certificates to be provided with your Licence application.

Radios, Phones:

- It is important to agree roles of specific organisations and individuals early and establish means of communication at the event, e.g. radios, phones. Detail this in your Event Plan. Please note that the use of certain types of radios may require a licence issued by Ofcom

Road Closures:

- Permission is required to close off any part of the public highway and car parks which belong to the Council. Managing this is the responsibility of Clackmannanshire Council Roads Department.
- You should check with Roads on 01259 450000 to ascertain periods of notice and possible costs.
- This needs to be done at the initial planning stage as notice is required for road closures and alternative routes may need to be put in place.
- Roads will notify Emergency Services of these closures to allow them to take an alternative route.

Risk Assessments:

- Identify what could cause injury or illness (hazards) decide how likely it is that someone could be harmed and how seriously (the risk) take action to eliminate the hazard, or if this isn't possible, control the risk
- Step 1: Identify the hazards.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risks and decide on precautions.
- Step 4: Record your findings and implement them.
- Step 5: Review your risk assessment and update if necessary.
- Risk Assessments must be suitable and sufficient.

Seating/Staging:

- Ensure that enough seating is available, always try to consider the needs of others and designate areas for people with disabilities.
- Ensure seats can be linked if you require five or more in a row. If you are hiring seating in or using borrowed seating check with Building Standards on 01259 450000 regarding standards required.
- Ensure staging meets Health & Safety requirements, dependent on the type of event and stage, you may be required to apply for a Raised Structure Licence this can be checked by calling Building Standards on 01259 450000.

Stewarding:

- Identify how many people you will require to safely deliver and run your event and work out specific areas of responsibility. You should always hold a "briefing session" before the start of your event to ensure everyone is familiar with emergency procedures, the event organisation and the chain of command. A written briefing note should be given to all stewards prior to the event.
- Include a Stewarding Plan when submitting your Licence application. Detail how many stewards will be in place and whether these will be volunteers or from a company.
- Will your event require SIA registered Stewards? Check this with Licencing licensing@clacks.gov.uk.
- Please note that Stewards may be required to ensure the safe evacuation of an event and they are not just there to prevent and manage disorder

Toilets:

- Ensure the venue has adequate facilities and arrange additional mobile toilets if required.
- Will these be monitored/cleaned during the event?

Vendors:

- Anyone selling goods at your event may require a Clackmannanshire Council Temporary Street Traders License. Check this with licensing@clacks.gov.uk

Weather:

- If the event is outdoors be prepared for inclement weather and ensure staff/volunteers, have appropriate clothing.
- Consider adverse weather planning in relation to the emergency service access route.
- Have an emergency plan prepared to either relocate or cancel the event.

License Application Checklist:

Documents to be submitted to licensing@clacks.gov.uk for an event	Submitted (Date & Initials)
Completed Licence Applications	
Completed Event Plan	
Completed Risk Assessments for all Activities	
Site Plan	
First Aid Arrangements	
Security/Steward Plan	
Traffic Management Plan	
Safety Certificates	
Public Liability Insurance Documents for all Activities	
Food Hygiene Certificates	
Emergency Plan	
Certificate of Compliance for Mobile Food Van	
Copies of Pipa/Adips Certificates	
Completed Food Vendor Questionnaires	
Copies of Venue booking forms	

DRAFT TASK LIST / ACTION PLAN

It is always useful to create a task list or action plan, giving timescales, tasks and responsibility. This example is based around a large-scale outdoor event, but can be used as a guide for events of all types and size.

Draft Task List	Person Responsible	Check List (Date & initialled)
8-12 months before the event		
Form the organising group		
Prepare and agree on draft event programme		
Prepare costings, e.g. venue hire, PA systems, generators, toilets, first aid, licences, marketing		
Draw up proposed budget		
Contact Clackmannanshire Council for Licencing Information		
Contact First Aid providers to discuss the event		
Book indoor and/or outdoor facilities Remembering to include set up/dismantle time		
Contact organisations, e.g. Sports Council, Arts Forum, for grant applications packs		
Prepare and distribute a sponsorship pack, detailing the benefits to potential sponsors and type of support you are looking for. Remember to include advertising rates for programmes		
6 months before event		
Consult with Civic Licensing Standards Officer or Licensing Team at Council		
Confirm sponsorship and grant arrangements		
Confirm your budget		
Book all equipment, generators, PA etc.		
Book performers and entertainers		
Arrange marketing campaign		
Draw up site plan in detail		
Apply for licences		
Draft Task List	Person Responsible	Check List (Date & initialled)
Send details of traders, caterers, to Clackmannanshire Council		
Send Event Plan, Risk Assessments, Insurance Certificates etc to Clackmannanshire Council		
Organise Road closures, if required		
Arrange staffing and volunteers		
3 months before event		
Prepare all publicity material and send to printers		
Arrange refuse collections and additional bins		
Put together site specification for suppliers and entertainers and send out, include get-in, get-out times, parking arrangements etc		
6 weeks before event		
Finalise staffing and volunteers		
Arrange a site meeting with key personnel, suppliers and participants		
Arrange signage, if required		

4 weeks before event		
Arrange photocall with local press/radio		
Distribute all publicity material		
Check all arrangements with suppliers and entertainers		
Draw up and distribute duties on the day and how these link into the overall event		
1 week before event		
Arrange full team meeting to go over specific roles on the day and all aspects of the event		
After the event		
Arrange for any damage to the venue to be rectified and waste refuse uplifted		
Balance the finances		
Send out thank you letters		
Send out press release		
Arrange team debrief to discuss the event, both positive and negative		