

Event Plan Template

Event Plan Template

The first page of the plan must include the title of the event and the dates and times of the event; this is followed by the following headings:

1.0 Event Summary

[Include a brief summary of what your event is about (Intervarsity/Club Fundraiser/Charity Event); who is running the event, purpose of the event, level of competition/fundraiser, details of participating teams, expected number of spectators/participants, audience profile, dates/times, venue etc.]

2.0 Event Organisers

2.1 Event Organising Committee

[Under this section you must list the names of the events organising committee and their roles.]

2.2 Event Key Contact

[A list of the key contact people who will run the event on the day should be outlined here, you should supply their name, contact number/s and their area of responsibility. Any rotations of event organisers must be outlined e.g. a 24 hour event. Key contact people should include, Event Manager/Co-ordinator, Event Safety Officer, Communications Officer, Entertainments Officer.]

2.3 Event Liaisons

[You should outline key event liaisons here, for example the names and numbers of your suppliers (caterings, PA systems), of the venue bookings manager, of the participating teams etc.]

3.0 Event Logistics

3.1 Event Set-Up Arrangements

[Include a running order (include start and finish times) of what set-up involves and where it will take place. Outline who is responsible for set up and include a hall/pitch layout map.]

3.2 Event

[Include details under some or all the following sub-headings]

3.2.1 Details of Facilities & Services Booked

[Include court/pitches, changing rooms, meeting rooms, PA services etc.]

3.2.2 Running Order of events

(See step 23, Section 10)

3.2.3 Registration Information

[Include location of registration, who is responsible, registration fees, cash handling procedures at registration etc.]

3.2.4 Fixtures schedule

[Include the fixtures schedule for the entire event]

3.2.5 Details of any Catering Provision

[Include details of any catering provision for the event itself for example; location of the catering, if a voucher system is in place, details of the caterer etc.]

3.2.6 Transport

[Outline what modes of transport will be in use during the event, the expected number of each mode of transport, details of parking arrangements etc.]

3.2.7 Accreditation system (If required)

(See step 14, Section 10)

3.2.8 Communication Plan (See step 16, section 10)

[Include details of any music played at the event, PA announcements, loud hailer, how committee will communicate with each other on the day of the event etc. See step 16, section 10.]

3.2.9 Photography and Filming

[Include details of who will take photographs/videos on the day, where they will be located, what the purpose of the photography is etc. Insure a "Permission to Film form is completed. See section 10]

3.2.10 Sponsorship/Advertising

[Include details of any sponsorship/advertising for the event e.g. agreements made, any signage (size, material, location that will be in place for the event)]

3.2.11 Waste Management

[outline any extra bins required for the event as per booking form, details of scheduled PA announcements, waste disposal as per event take down]

3.2.12 Details of Awards/Presentation/Entertainment information

[include details such as time and location of the Awards/Presentation/Entertainment, a running order of the night, set up and take down details etc. see step 7, section 10]

3.2.13 Contingency Plan

[Include all details of the contingency plan, consider all possibilities, bad weather, teams/officials not showing up, member of committee not showing up etc. see step 20, section 10]

3.2.14 Health and Safety Information

[this section must be Include all elements as per step 17, section 10]

3.2.15 VIP's

[Include details of any VIP's attending the event, i.e. name, title, security arrangements (If any), estimated time of arrival, location of where they will spectate or any role they will play in the event, how they will arrive and what entrance to UCD sport they will use, who will meet them when they arrival etc.]

3.3 Event Takedown Arrangements

[Include a running order (include start and finish times) of what take down involves and when it will take place. Outline who is responsible for the take down, see Section 10]

3.4 Event Approval (Office use only)

Event Approved by:

UCD Sport: _____

UCD Safety Office: _____

UCD Sport Facilities: _____

4.0 Appendices

The appendices should include:

Appendix A: Traffic Management Plan

[Access/egress routes for players/spectators, first aid point, court/pitch layout etc. (See step 17 & 15) include a map]

Appendix B: Insurance Information (If required)

[e.g. insurance certificate]

Appendix C: Risk Assessments

[provide a table which includes all risk assessments associated with the event itself, see Section 10]

Appendix D: Event Budget

[include a predicted income and expenditure budget for the event, see Section 10]

Appendix E: Charity Letter

[when the event is being run as a charity event you are required to provide a letter from the charity acknowledging that you are running the event in aid of this charity]

Appendix F: Foreseeable Emergencies

[Details of what these Foreseeable Emergencies are and how they will be managed on the day. Examples of foreseeable emergencies include: Fire, Equipment failure, Medical emergency, Power failure, Extreme Environmental Conditions, Evacuations etc.]