EVENT PLAN

*An event plan helps to organise every aspect of your event, it will be the document you use to log every planning detail and a final plan on how to run the event on the day. Use the pre-filled examples as a guide on completing this form, insert more rows as needed and remember to delete the examples as you go along.*

**Organiser Contact Details**

*The Event Lead is the person responsible for running the event on the day. The Secondary Contact should be someone who can step in and/or is part of the planning process too.*

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| **Event Lead** | **Full Name:**  **University Email:**  **Student ID:** |
| **Secondary Contact** | **Full Name:**  **University Email:**  **Student ID:** |

**Event Date, Time & Location**

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| **Event Name** | *(as* *it will appear on all promotion)* | | | |
| **Event Date** | DD/MM/YEAR | Event Start Time  00:00 AM/PM | Event End Time  00:00 AM/PM | |
| **Location** | **Full Address:**  *(including venue, building/room number and post code)* | | | |
| **Maximum capacity for room(s) or space(s) being used:** |  | **Expected number of attendees:** | |  |
| **Ticketed:** | Y/N | **Any known accessibility Requirements:** | | Y / N |
| **Any known dietary/medical requirements:** | | Y / N |

**Event Day Overview**

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| **What is happening** | **Date and Time** | **Location or meeting point(s)** (if applicable) | **Accessible point** (check with venue or space being used) |
| ***Example:*** *Ushering**attendees to and from Brick Lane Music Hall* | *24/06/2019*  *5pm & 9pm* | *Meeting attendees at Cyprus DLR, 5pm, returning from Shadwell DLR 9pm* | *Ramped access on both stations* |
| ***Example:*** *Meeting with guest speaker Steven Wright* | *24/06/2019 5:45 – 5:55pm* | *Brick Lane Music Hall, Queens reception desk* | *Will be using ramped access on Queens Road* |
| ***Example:*** *Main Event and cake sale* | *24/06/19 6pm – 8pm* | *Brick Lane Music Hall – theatre 2* | *Ramped access on main entrance and on Queens Road* |
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**Room Layout Plan**

*Briefly draw and outline how the room/space(s) will need to be set up for your event and activities. Consider all the entrance and exit points including accessibility, the nearest fire exit, positioning of any tables, chairs, equipment etc.*

*Example: Theatre 2 - Brick Lane Music Hall*

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| |  | | --- | | *Stage*  *Microphone & stand x1* |  |  | | --- | | Fire exit |  |  | | --- | | Power cable and sockets |  |  | | --- | | Bake sale table x2 |  |  |  | | --- | --- | | X4 rows of chairs (x20 chairs in total) | wheelchair space |  |  | | --- | | Entrance & Fire Exit | |

**Event Contacts**

*Provide the contact details of ALL suppliers and stakeholders booked for your event such as transport companies, caterers, entertainment, guest speakers etc. Consider any access requirements or special requests (such as specific delivery times, accessibility, severe allergies etc).*

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| **Contact / Supplier** | **Organisation** | **Contact Number** | **Email** | **Arrival / Delivery Requirements Location, date and time** |
| ***Example:*** *Mr Steven Wright*  *(Guest speaker)* | *HSBC Bank* | *0345 740 4404* | *s.wright@hsbcbank.com* | *Arriving at Brick Lane Music Hall, Queens reception desk 24/06/2019, between 5:45-5:55pm*  *(Will require wheelchair access)* |
| ***Example:*** *Melissa Money*  *(Venue booking contact)* | *Brick Lane Music Hall* | *020 7511 6655* | *Melissa.money@blmh.co.uk* | *Do not need to meet upon arrival, any changes to event booking need to be communicated 24hours before the event date via email only* |
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**Equipment List**

*List ALL the equipment, resources and merchandise needed for your event (if any).*

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| **Equipment** | **Sourced from** | **Delivery location, date & time** (if applicable) |
| ***Example:***  *Microphone* | *Brick Lane Music Hall* | *Hired from Brick Lane Music Hall and will be set up by the venue staff on the day* |
| ***Example:***  *Capacity clicker* | *Students’ Union* | *Collect from Students’ Union office before 4:30pm 24/06/19. Please return this back on 25/06/19, 10am* |
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**Emergency and Evacuation Plan & House-keeping Rules**

*As part of planning and running the event, it’s the organisers duty of care to explain to their attendees what the health and safety procedure Is. It is advised someone who is opening the event do this at the very start (please check the information with the venue being used).*

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| **Information to be shared with attendees:** | | **For your reference:** | |
| **Fire Exit Points:** | *Nearest fire exit is located at the front and back of the room* |  |  |
| **Fire evacuation point:** | *In the event of an evacuation, the meeting point is on Goldsmith Street outside Starbucks* | **Responsibility:** | *Assign to someone to lead on this* |
| **Any scheduled fire drills:** | Y / N |  |  |
| **Health & Safety & Incident Reporting** | *The venue first aider(s) are all the security and reception staff located at the reception* | **Responsibility:** | *Assign to someone to lead on this* |
| **Nearest toilets:** |  |  |  |
| **Nearest accessible toilet:** |  |  |  |
| **Lost property area:** |  |  | *Assign to someone to lead on this* |
| **Any severe allergies:** | *If the person(s) has given you permission to share this information. For example: ‘one of the attendees has a severe nut allergy and has kindly requested for everyone to refrain from eating or opening any products which might contain nuts’* |  |  |

*Outline any house-keeping rules (if any) for the space being used and/or for the event that attendees must adhere too. It is good practice to share these with the attendees.*

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| **House-Keeping Rules** |
| * Please do not move any furniture * At the end of the event we are all meeting outside Shadwell Station returning to campus, please be there at 9pm as we will be leaving at 9:15pm |

**Timeline, Team Roles & Responsibilities**

*A big event can seem quite overwhelming, but the timeline is here to help. Break planning your event into lots of smaller sub-tasks (actions), assign someone to lead on the action, decide when the work needs to be done and then get to work on your actions. Remember to update your progress regularly and make sure it matches with the rest of the sections you have completed in this event plan.*

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| **Phase** | **Action** | **Owner** | **Deadline** | **Progress** |
| Pre-Event Planning | *Research venues in Brick Lane and get quotes* | *Parry* | *01/04/19* | *Completed* |
| *Confirm venue* | *Parry* | *12/04/19* | *Completed* |
| *Submit guest speaker request to Students’ Union* | *Sonia* | *13/04/19* | *Awaiting confirmation* |
| *Confirm details with guest speaker* | *Sonia* | *19/04/19* | *Awaiting guest speaker request* |
| *Book equipment* | *Parry* | *01/05/19* | *To do* |
| *Create event on society webpage* | *Sonia* | *14/05/19* | *To do* |
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| **Phase** | **Action** | **Owner** | **Time** | **Progress** |
| Event Delivery | *Collect equipment from Students’ Union* | *Parry* | *4pm* | *Tick as completed* |
| *Meet with guest speaker and set up microphone* | *Sonia* | *5:45pm* |  |
| *Meet with attendees at Cyprus DLR* | *Parry* | *5pm* |  |
| *Open the event, welcome guests and explain evacuation procedure and house-rules* | *Parry* | *6:05pm* |  |
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| **Phase** | **Action** | **Owner** | **Deadline** | **Progress** |
| Post-Event Evaluation | *Send thank you email to guest speaker* | *Parry* | *25/06/19* | *To do* |
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