

Individual commentary on Event Management Plan document

By Stephanie Stroker

This event management plan template was taken from the Dover District Council website and adapted to our event specifications. This document comprises the event overview with a quick look at the programme schedule and things such as build up and break down of the event. Some artists are still not confirmed but once they are, their names will be added to this document. Crowd management was discussed in here as well as the site management, touching on the subject of alcohol sales.

Although there are no temporary structures to be taken into account, there are some pieces of decor, expensive music equipment and valuable artwork pieces that need to be taken care of during the event.

Luckily we did not have to spend extra money of toilet facilities and furniture, which is already provided by our venue, Two Tribes.

This document also included what we would do in case of accidents, adding emergency plans, which are not very extensive since it is such a small venue.

This is a necessary file to document what happens when, where, who is in charge of what, and just adding formalities to ensure a smooth running event.

Again, the purple guide was used to add information to this document and served as a guideline.

References:

Events Industry Forum (2017). *The Purple Guide to Health, Safety and Welfare at Music and Other Events*.