



CHORDS FOR A CAUSE

TILEYARD EDUCATION, SOUNSKOOL, ICMP
AND URBAN DEVELOPMENT PRESENTS

Event Management Plan

Event Organiser Details

Event Organiser Name	Callum Watts
Organisation	Tileyard Education
Email Address	calwattsa@gmail.com
Name of Event	Chords for a Cause
Location of Event	Two Tribes (Tileyard studios, Tileyard Rd, London N7 9AH)
Date of Event	11 th April 2019 (Thursday)

1. Event Overview

1.1 Event Overview

Please provide a description of your event

This is an event to raise money for charity where music and art are combined. An evening where up and coming singers (and singer-songwriters) will get to perform their music and artists will get the chance to be part of the art exhibition. This event is organised in collaboration with Tileyard Education, Two Tribes, ICMP, Urban Development and Soundskool. Tickets for the event will cost £3 and the money raised will be donated to two different charity organisations, one chosen by the artists and one by the companies supporting this event. An online donation website will be set up for this event to raise more money if people are willing to donate but cannot attend the event themselves.

Please provide the following information about your event

Event start time	7pm
Event end time	10pm

1.2 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Date (11th April)/ Time	Activity
2pm	Venue set up (decorations, layout, and music equipment)
4pm	Exhibition set up
4:30pm	Sound checks
7pm	Doors open. DJ session along with art exhibition starts (explanations from the artists themselves)
7:30pm	Tileyard Education acts: Adam Wedd, Olga Mishow, Maki

	Flow
8:15pm	ICMP act: TBC
8:25pm	Urban Development act: TBC
8:35pm	Sounskool act: TBC
8:45pm	Esther Cole, Jamie Searls and Main act: ELEVNS
9:50	Announcement on how much money has been raised.
10pm	End of event. Break down and cleaning starts.

1.3 Event Management

Roles and Responsibilities on Event Day

Please provide a brief description of the roles of event staff and their main responsibilities.	
Role	Responsibilities
Event Organisers	Managing event, programming, production, branding, budget and tickets
Marketing Coordinator	Online and offline marketing and promotion. Social media posts and announcements on website
Venue and bar manager	Alcohol and premise licenses, catering
Sound technician	Sound equipment check up, noise management
Cameraman	Filming event, interviewing artists beforehand, taking pictures during event

1.4 Crowd Management

Please provide details on how you will manage the crowd at your event
Is your event ticketed? If yes, what arrangements are in place for this?
Yes, tickets can be bought at the door for a £3 donation to charity.
How will you manage capacity at your event?
There is a maximum capacity of 100 visitors at the event (inside), so once we reach that limit, access will have to be denied, unless people are willing to stay outside and observe the art exhibition whilst having a chat with friends.
How will you manage the access and egress of the crowd?
There is only one door through which people will come through, the same entrance and exit. The pathway to that door will need to be cleared at all times (one of our staff members will keep an eye on this). In case of emergency, multiple glass doors will be opened at the same time to allow a quick exit.

1.5 Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?
The event will be held during the Give a Gig Week (same week as the Two Tribes' anniversary), so that is something that will be mentioned in the advertisements. The charity gig will be advertised online through TYE's social media channels, on their website and on flyers and posters (which will be distributed around Tileyard Studios, King's Cross and

Caledonian Road). Our partners ICMP, Soundskool and Urban Development (and Two Tribes) will also be posting about the gig on their online platforms, since their artists will be taking part as well.

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
Two Tribes Brewing	Free venue. They are also providing the bar services for the event (already own the alcohol and premises licenses)

Sale of Alcohol

Please explain below how you will manage the sale of alcohol.

Alcohol will be sold by Two Tribes Brewing, the venue that was chosen for the event. We do not control it as event organisers, everything related to catering and bar/alcohol topics will be going through the bar manager, Lucie Dallas.

2.2 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging Please ensure that you check any safety documentation of contractors that you hire.	
There is already a platform acting as a stage at Two Tribes, but we will be hanging the stage backdrop in the back of the venue. Some frames will be hung up on the walls inside to show the works from the artists. Outside there will be some stands to place more artwork.	

2.3 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.	
There will be multiple fire extinguishers at the venue and signs leading to them. Although the venue is not that big, there will be signs leading to the outside. A fire alarm is installed at the venue that will go off in case of fire. Smoking is strictly prohibited inside the venue.	

2.4 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.	
Important notes:	

• It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event. • Please ensure that you check any safety documentation of contractors that you hire.
There will be live music with amplification performed by artists from Tileyard Education, ICMP, Urban Development and Soundskool. Noise and volume will be managed by our sound technician Emanuele Giovagnoli. The music will only take place inside the venue, so the chances of getting complaints are low (as there are no apartments next to the venue where people could hear music from).

2.5 Public Health and Welfare

Please provide details of the arrangements you have made for the following:
Toilet Facilities Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.
The venue already provides two toilets, one for men and one for women. They are both on the ground floor, which facilitates access to wheelchair users.
Waste Disposal Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste.
Any waste in the form of bottles, cans and glasses, will be taken care of by the staff members from Two Tribes. Any other type of waste will be responsibility of the event organisers and will be cleaned up by them after the event, and of course recycled according to the type of waste.
Noise Management Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.
Two Tribes is not that big of a venue, hence why amplification of music will not be too extreme. But sound levels, volume and amplification will be managed by our sound technician Emanuele Giovagnoli, who already has experience in this same venue.

2.6 Accessibility

Please tell us how you have made your event accessible and provide details here.
We advise our visitors to arrive to the venue with public transport, due to limited parking options in London, but if necessary, there are some free parking options in the smaller and quieter streets around Tileyard Studios. If visitors are going by public transport we advise to take the bus to Vale Royal and then walk the last bit through Tileyard Road to our event. Signs will be put up to direct our visitors to the correct location within Tileyard. Wheelchair access will be from a different side, via Brandon Road/ Blundell Street.

3. Incident Management

3.1 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

In case of an accident, the event organisers will be notified immediately and will take action if they are capable of it. If not, emergency services will be called in to handle the situation. If anything unusual or unpredictable happens, it will be taken into consideration for the next time and noted in the risk assessment.

3.2 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

All of the visitors will be located in the same place, so it will be easy to get a message out for everyone to hear at the same time. Our chief event organiser Callum Watts will be communicating with the public in case of emergency (by using one of the microphones to get everyone's attention).

3.3 Emergency Plans

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Power failure, medical emergency, adverse weather conditions, key location becomes unavailable?

If power fails and there is absolutely no way to fix it, not even with sound (and other) technicians in place, we can always switch to a completely acoustic setting without amplified music (this will require the crowd to be as silent as possible to hear the acts singing). If there is a medical emergency it will be handled as discreetly as possible, seeking for medical help as quickly as possible for the injured person (and if possible without interrupting the event). If due to extreme weather the event has to be cancelled it will be simply moved to another day (that might mean that there will be some changes in the programme since many different people are taking part in the event). If the key location suddenly becomes unavailable, TYE will sponsor us and give us "the gallery" for free for that night.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

Callum Watts

Who will report this to the emergency services?

Callum Watts, Stephanie Stroker or Catarina Pereira
What systems do you have in place to contact the local emergency services?
Mobile phones
Who will liaise with the emergency services when they get to the site?
Callum Watts
What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?
There is only one entry which will be kept clear of crowds anyway.
Who will be responsible for crowd control during an incident?
Our festival organisers
If required, how would you evacuate your event? What steps would you take?
Opening up all the glass doors at the front of the brewery, trying to keep the crowd calm.
How will you communicate the evacuation instruction to your audience?
Everyone will be in the same room, so it will be communicated directly face to face.
Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)
There will be emergency exit signs leading towards the doors.

4. Traffic Management

4.1 Traffic Management

The event is not big enough to consider a traffic management plan. Travelling options to the event were discussed earlier on in this same document.