**Event Management Plan**

**Suggested Content**

*(Note: An Event Management Plan is required for large and complex events such as Graduation; it can be used for smaller/simpler events. For each heading, include if relevant. Provide detail that is proportionate to the size and complexity of the event. This is not an exhaustive list of suggested content so consider adding other information as appropriate)*

1. Introduction and Event Overview
2. Site Plan
3. Schedule
4. Event Organisation and Responsibilities
5. UoN staffing during event and event contacts
6. Risk Assessment (incorporate or link to)
7. Communications during Event
8. Staff/Helper Training/Briefing
9. Provision of information to those attending the event (pre-event and during event
10. Event Set-Up and Dismantling
11. Traffic Management and Parking
12. Waste Management
13. Accessibility Considerations
14. Management of Contractors and other Third Parties
15. Welfare considerations (for event staff and others)
16. Health and Safety Event Checks
17. Lost Children / Lost Property
18. Safe Guarding
19. Incident Management and Contingency Plans
    1. Emergency Plan
    2. Fire Safety Plan
    3. Medical and First Aid Provisions
    4. Loss of essential services (e.g. power, water)
    5. Bomb hoax / Terrorist Threat
    6. Follow up to first response and escalation procedures