LARGE

events

A Guide to Planning and Organising Events for Children and Young People

Contents

Please click on the relevant link below

- Introduction
- Starting out
- Detailed planning
- Policies/specific requirements
- General logistics
- Useful links

Introduction

The aim of this guide is to help you to think through all the things you need to do to plan a **large event** for children and young people. This guide is flexible and can be used in either a residential or non-residential context (if you are planning a smaller residential event you may find it useful to see our other guide to planning a residential event for children and young people).

Some large events may have 100 attendees; others may have thousands. Events with smaller numbers could still be classed as large, as this depends on the nature of the event.

Examples of a large event include:

- events open to the general public
- events where tickets are sold
- music concerts
- festivals
- sporting events
- fetes
- district/circuit weekend events, which include different streams of activities.

*Where you see this icon, **click** to return to the start of the document*

Starting out

Detailed pre-planning is essential to ensure that your event is safe and successful. The following need to be considered at a very early stage:

Where?

Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community; how easy it will be for people to get to the venue and any car parking issues. Consider the suitability of the venue and any existing hazards such as water hazards or overhead power lines, which may be on the site. Consider whether or not emergency routes will be adequate. Also consider the environmental impact of travelling to the event and ways this could be limited.

When?

Consider the time of year and the consequences of extreme weather conditions at an outside event, such as increased slip hazards in wet weather or the possibility of sunstroke and/or dehydration in hot weather. Also consider the day of the week and the time slot that the event is intended for, and any issues that may arise from them, such as ease of travel, noise etc – especially for larger events. You may also need to arrange lighting for an evening function. Large events should not clash with any other major events in the area. For smaller events it is also necessary to consider if/how major events will impact your event, eg increased road traffic or road closures.

Who?

Identify the aims of the event and the age group you are targeting. Specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained. Also ensure that the appropriate adult-to-child ratios are met. Set a realistic maximum number who can attend. If it is appropriate, print numbered tickets to be sold or distributed through named contacts. Decide who is going to be responsible for the children/young people in attendance, as this affects consent and safeguarding policies (the organisers of Soul Survivor, for example, are not responsible for checking individual consent. However, in the case of a district and/or a circuit event, the organisers may decide to hold all the consent forms).

What?

Decide on the type of activities to be held. Will there be any specific hazards related to these activities, such as injury risks at sports competitions? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.

Now you have decided what kind of event you want to run, you will need to start the planning process...

Detailed planning

give yourself as much time as possible to organise the event

Planning group. Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the local authority and the emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards. It is also advised that one person have responsibility for the budget. This committee should be in operation before, during and immediately after the event. Where appropriate involve children and young people in the planning process.

Timescale. Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9-12 months planning for big events. Some specialist advice may be required, and special permission could take time.

You may need to allow time for any licenses needed to be granted. The earlier planning commences the better; as a minimum you should allow 12 weeks. Don't forget that summer can be a very busy time.

Event plan. Draw up and maintain a comprehensive event plan. ***CLICK HERE*** to download the event planning document. This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Numbers attending. The maximum number of people the event, and specific venues, can safely hold must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted on entry to prevent overcrowding.

Remember that particular attractions (eg a pop star or band) may draw large numbers of visitors. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control.

Detailed planning

Insurance. Make sure you have adequate insurance for the nature and size of your event. A starting point would be to contact your church insurers.

Budget. You will need to create a budget document that outlines the costs associated with the event and the income that is expected. For further details ***CLICK HERE*** to download the Budget Guidance.

Liaison. Contact the emergency services and your local council about the proposed event as soon as possible by completing and returning the event notification form. Decide what additional information is required regarding specific activities and make contact with the local authority and/or the relevant organisations.

Site Plan. Draw up a formal plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

A formal plan should be established to deal with any emergency situations

Emergency Plan. A formal plan should be established to deal with any emergency situations that may arise during the event. The complexity of this will depend upon the size and nature of the event.

You may have to liaise with the emergency services, local hospitals and the local authority emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. You will also need to consider who will manage the emergency and liaise with the emergency services should an emergency occur.

You will also need to ensure that all those involved in the event are aware of the emergency plan and what to do. The Safety Advisory Group may organise a tabletop exercise to test your emergency plan prior to the event. ***CLICK HERE*** to download information on planning for incidents.

Detailed planning

Poor ground conditions can create an instant danger to vehicles

Potential onset of adverse weather. Poor ground conditions can create an instant danger to vehicle and pedestrian traffic. Be aware of potential problem areas such as steep hills or water hazards. You should consider providing a four-wheel drive vehicle or tractor to assist participants whose vehicles are affected and a wheel wash to prevent transfer of mud from the site to the highway. The employment of professional private contractors to undertake vehicle parking and on-site management could relieve you of much work.

Contingency plans. Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice, and if so from who? Or could the event be moved to an alternative inside venue?

This will involve a lot of planning and may be very complex for anything other than the smallest of events. There could also be other scenarios which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

Codes of practice. All events must follow Methodist Safeguarding guidelines. For larger events you will need to comply with guidance particularly the Code of Practice for Outdoor Events (published by the National Outdoor Events Association), which gives advice on structures, marquees, tents and electrical matters. The HSE's *Event Safety Guide* is also a very useful reference document ***www.hse.gov.uk/entertainment/eventsafety/index.htm***.

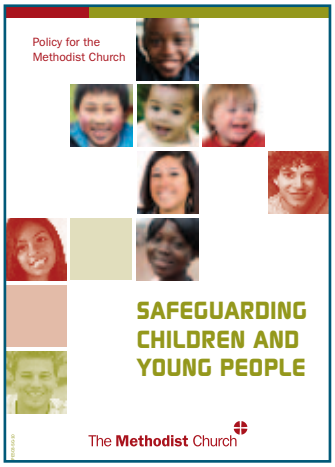
Evaluation It is important to think about how you will evaluate the event, and about how both the attendees and the planning group can give feedback. This can be done in many ways, such as designing your own evaluation form.

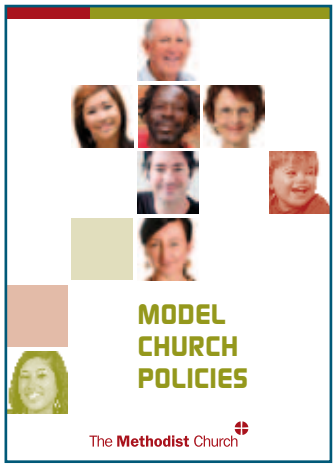
Policies and Specific Requirements

Booking Unless your event is a 'pay on the door' event you will need to have some sort of booking system. You will need to decide whether the leader books a group of young people or the individual young person books themselves. This will have implications for the collection of consent forms. If a leader books and attends with a group to your event the responsibility for consent is with the leader; if individuals book and come without a leader, collecting consent would be your responsibility as event organiser.

On the booking form, not only will you need specific information about the event (along with payment and contact details); you may also want to include a statement about permission for photographs at the event, details of cancellation, codes of conduct and any special access requirement. ***CLICK HERE*** for an example consent form which includes photograph/ digital media permissions. ***CLICK HERE*** for information about cancellation policies.

Risk assessments. Your risk assessment will be the key document to ensuring the safe planning of your event. It involves a careful examination of each attraction/activity within an event and recording the significant findings. ***CLICK HERE*** for more information about risk assessment including examples and template.





Safeguarding. The Methodist Church has produced the *Methodist Safeguarding Handbook*. It contains the latest policies and procedures approved by the 2010 Methodist Conference, which came into effect on 1 January 2011. All those involved in the delivery of the event must be aware of the guidelines and must have undertaken the relevant training. The handbook is available to purchase from Methodist Publishing or it can be downloaded in five sections from the Methodist Church website ***www.methodist.org.uk/safeguarding***. You should pay particular attention to ratios of staff and children and ensure that you provide separate changing and sleeping areas for different genders and age groups. Ensure that you have sufficient staff of both genders to maintain these ratios in case of an emergency.

Policies and Specific Requirements

Music and film licences. Make sure you know what consents and licences you need for the event you are planning. Most churches will have a CCLI licence that may cover smaller events. If necessary, contact the person who is responsible for this (the minister may be able to put you in touch) to ensure it covers what you require. Larger events are likely to need specific consents and licences, and these need to be applied for in plenty of time. ***CLICK HERE*** to download more information on copyright licensing.

Cancellation Policy. You will need to have a cancellation policy so that if people cancel a booking you will have already decided whether, or at which point, there will be a refund. You also need to be aware that the venue and other contractors that you may be booking for your event will also have their own cancellation policy. You need to be aware of this policy and the impact it may have on your event. For more detail on cancellation policies ***CLICK HERE*** to download budgeting guidance.

Lost and Found Children. Plan for a lost and found children's point. This area should be supervised by appropriately trained people (with CRB checks and Safeguarding training). Written procedure for handing over children to adults should be available.

Provision for those with Special Needs. Specific arrangements should be made to ensure that disabled visitors have adequate facilities, parking and specific viewing areas so they may safely enjoy the event. This may include wheelchair access, signers for deaf people, and ensuring displays can be seen by people with colour blindness.

First Aid and Medical Provision. As the event organiser, you will need to carry out a medical risk assessment. This should take into consideration such factors as the activities on the programme; the numbers, types and age groups attending; access and egress, and structures, health, safety and welfare issues.

For larger events, you will need to bring in outside medical provision. Many organisations provide medical services but you must ensure that the organisation you choose is competent, well trained and able to meet the demands of the event. Medical provision for a large event should not rely upon the normal provision made by the statutory NHS Ambulance Service for use by the general public (ie by calling 999). ***CLICK HERE*** for more information on first aid.

General Logistics

Contractors. All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Whenever possible, personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million and assure they are up to date. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

Ensure all performers have their own insurance and risk assessments

Performers. Ensure all performers have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them well in advance and ensure they will comply with your health and safety rules and event plan.

Stewards. The risk assessment should identify the minimum number of stewards required. Stewards must be fully briefed on all aspects of the event and be able to effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. It is likely that all stewards will all need a CRB check and Safeguarding training. Contact your circuit or district Safeguarding officer for advice.

(NB Only the police or a properly authorised/qualified person has the authority to regulate traffic on the public highway. See note on off-site traffic.)

Manual handling (lifting & carrying). Assess the venue and the tasks involved in creating the event. What will need to be moved and how will you do it? Will there be awkward, heavy items such as crates of drinks or marquees?

Think about it: is it heavy, slippery, and uneven in weight or shape? Where is it going? Up or downstairs/ into a tight space? Who is doing the work? Are there enough people? Their age, sex, strength, fitness should all be considered. Whenever possible, use aids and equipment, such as sack barrows, to help the job.

General Logistics

Crowd control. The type of event and the numbers attending will determine the measures needed. Consider the number and positioning of barriers, stewarding and the provision of a public address system.

Consider the provision of a public address system.

Security. Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight.

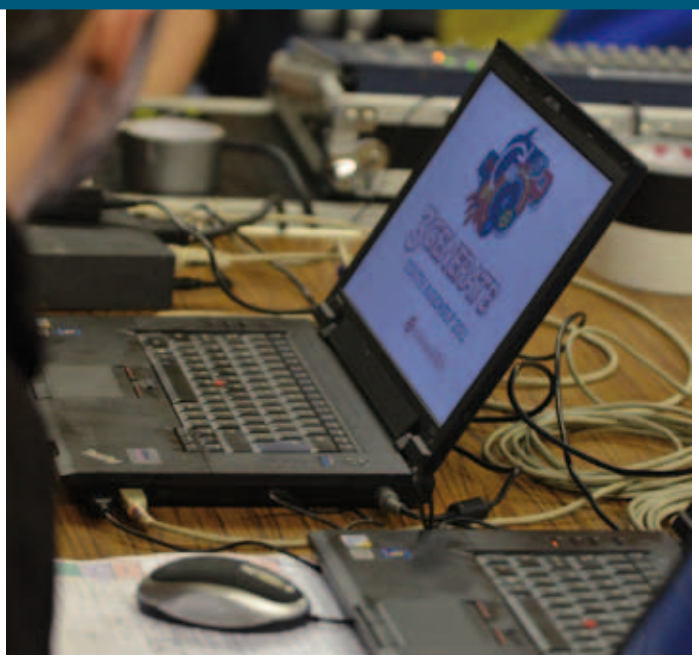
Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

Facilities and utilities. Where electricity, gas and/or water are to be used, detailed arrangements must be made to ensure the facilities are safe. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public.

The same should apply to any items that run on fuel, such as portable generators. Generators should be suitably guarded by a fence or barrier to prevent public access. All such arrangements should be clearly shown on the site plan.

Catering. If you are using catering contractors you should obtain a copy of their menus and price lists, to ensure that they suit your event.

General Logistics



Electrical safety. Consider the entire installation and seek expert advice. If the event is outdoors, consider whether it could be run off a lower voltage via a transformer. Use a residual current device (RCD), especially outside or in a damp or wet environment.

This is particularly important for musical instruments, microphones etc (you cannot use a RCD where a sudden loss of power could be dangerous, for example, on lighting systems or moving machinery). Use proper electrical connectors and avoid insulation tape or other temporary measures. Conceal electrical leads safely to prevent tripping hazards.

All portable electrical appliances (including extension leads) should be PAT tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety. Ensure all electrical equipment is operated properly and any faults are reported immediately.

Emergency lighting. Torches may be sufficient in small venues, but larger venues will need standby or continuously operating generators. Ensure earthing rods are used where applicable.

On-site traffic. Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself.

Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

Off-site traffic. Unplanned and uncontrolled access to and egress from a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police and with your local council's highway engineers.

Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required, then an application must be made for a traffic regulation order and/or approval from the local authority.

Conceal electrical leads safely to prevent tripping hazards

General Logistics

Temporary Structures. Many events will require temporary structures such as staging, tents, marquees and stalls. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required.

The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbeques, vehicles and any other dangerous displays.

In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

The standards for lighting, emergency lighting and ingress/egress remain the same for temporary and permanent structures. Organise any special consents you may need from your local council.

Equipment. Will the activities require the use of any specialist equipment such as bouncy castles? If so, does this equipment pose any specific hazards? Will a specific activity need barriers? Some equipment may require certificates of erection by a competent person.

Welfare arrangements. The level of arrangements needed will, obviously, depend on the size of the event. Estimate the number of attendees to the event and consider its duration. Toilet requirements should be based on these estimations. Permanent toilets will need to be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision may also need to be made for lost and found children, missing persons, baby changing and lost property. You should pay particular attention to ratios of staff and children and ensure that you provide separate changing areas and sleeping areas for different genders and age ranges and that you have sufficient staff of both genders to maintain these ratios in case of an emergency. (See *Methodist Safeguarding Handbook* for more details) It is also worth considering assigning a chaplain or chaplaincy team and/or a Safeguarding team made up of people with the appropriate training and expertise.

consider providing recycling facilities along with general rubbish bins

Clearing up. Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. Also consider providing recycling facilities along with general rubbish bins.

Useful Links

CLICK HERE

Directgov

Information on current legislation especially on the regulations of the use of minibuses, etc.
www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498

CLICK HERE

NOEA

National Outdoor Events Associated
www.noea.org.uk/

CLICK HERE

HSE

Health and Safety Executive
www.hse.gov.uk/entertainment/eventsafety/index.htm

CLICK HERE

Communities website

Lots of useful information and free guides.
www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/

CLICK HERE

Methodist Safeguarding Handbook

www.methodist.org.uk/downloads/safe-update-3-1110-childrenandyoungpeople.pdf

CLICK HERE

Amaze (Association of Christian Youth and Children's Workers)

Helpful resources containing good practice guidance
www.amaze.org.uk/resources

CLICK HERE

St John's Ambulance

www.sja.org.uk

CLICK HERE

Methodist Insurance

www.methodistinsurance.co.uk/

CLICK HERE

Christian Copyright Licensing International (CCLI)

www.ccli.co.uk/

Forms and useful information to download

CLICK HERE	Event Planning Document
CLICK HERE	Consent form
CLICK HERE	Incident Plan
CLICK HERE	Risk Assessment Guidance
CLICK HERE	Budgeting guidance
CLICK HERE	First Aid
CLICK HERE	Copyright licensing
CLICK HERE	Incident report form

Incident report form

Injured person/Property owner information			
Surname:		Male:	☐
First name:		Female:	☐
DOB:			
Address:			
Attendee/Staff:			
Event affiliation:			
Participant ☐ Employee ☐ Volunteer ☐ Contractor ☐ Other			

Incident information		
Date of incident:	**Time of incident:**	
Location of incident	**Type of incident**	**Classification of incident**
Specify exact location:	☐ Accident (physical) ☐ Accident (vehicle) ☐ Assault ☐ Theft ☐ Property damage ☐ Other	☐ Event/facility related ☐ Non-event/facility related ☐ Minor injury/illness ☐ Serious injury/illness ☐ Non-injury ☐ Other
Describe how the incident, injury or property damage occurred (use separate sheet(s) if necessary)		
Property damage description:		
Personal injury and/or condition:		
Action:		
☐ Care not needed	☐ Ambulance transport	☐ Police summoned
☐ Care refused	☐ Patient requested ambulance	☐ Police report filed
☐ Medical attention on site	☐ Released to own vehicle	Report number:
☐ Referral to hospital		Police name:
☐ Report only		

Witness information		
Name	Address	Telephone number

Report prepared information		
Date prepared:	Preparer's name:	Telephone number:
Preparer's position:		
Preparer's signature:		

Office use only			
Incident number:		Incident date:	
Event name:		Event dates(s):	
Event venue:		Date report received:	

General Information	
Name and dates of trip/event:	
Name (of child):	
Date of birth:	
Address:	
Name of parent/guardian:	
Contact details:	
Tel no: (home and mobile):	

Emergency Contacts
Please provide details of two emergency contacts and where they can be contacted during the period of the event/trip.
Contact 1: Name:
Relationship to the child:
Contact number(s):
Contact 2: Name:
Relationship to the child:
Contact number(s):

Medical Information
Any known medical conditions (physical or mental health):
Details of any medication being taken during the event/trip:
(If you use an inhaler for asthma, please remember to bring a spare one with you.)
Any allergies to medication:
Any food allergies or special dietary requirements:
Any special access needs:

Name and address of family doctor:		
	NHS number:	

Declaration

I agree to my son/daughter receiving medication as instructed and I give my consent to any medical or dental treatment (including an anaesthetic) that may be considered necessary by the medical authorities present in the event of an emergency.

Signed:	Print name:	

Is there any extra information of which we should be aware to enable us to provide additional support?
Please give details of any court orders:

Multimedia Images
It is possible that during the event, your child/young person below the age of 18 may be photographed or recorded (audio or visual). The organisers of the event will take steps to ensure that these images are used solely for the purposes that they are intended, which is the celebration and promotion of the Methodist Church's work with children and young people. If you become aware that these images are being used inappropriately you should inform an official as soon as possible. The Methodist Church takes the issue of child safety very seriously and we believe we have a duty of care. This means that images of children and young people will remain unidentifiable, with names and identifying information being withheld.

Please read the above and sign as appropriate:

Parents/guardians to complete - **please delete as appropriate*
I give*/I do not give* my consent to my child being photographed and recorded and the images used as stated above.
Signed:

Over 18 attendees to complete - **please delete as appropriate*
I give*/ I do not give* my consent to be photographed and recorded and the images used as stated above.
Signed:

I confirm that I give my consent for my son/daughter to take part in this event/trip and that all the information I have given is accurate. I will inform the group leader as soon as possible should there be any changes to the information I have given.
Signed:
Print name:
Date:

Writing your event incident plan

Producing a incident plan has three benefits:

1. Firstly, it assists you in identifying risks or potential risks.

2. Secondly, it assists you in identifying what measures need to be put in place for the protection and wellbeing of the public who will be attending your event.

3. Thirdly, it helps identify individual, group and organisational roles and responsibilities.

Please remember when writing your event incident plan to do so in consultation with other members of your organising committee and the groups that have a role to play as regards the safety/control of the public. Keep the plan simple and to the point, but most of all user friendly.

The plan template provided to assist you is only a guide. Some of the headings may or may not be relevant for your event; you may also wish to add further information.

When the plan is complete, it is essential to brief all those involved in implementing it.
They must fully understand their roles and responsibilities.
Remember no one has time to read a plan when an incident occurs.

Plan template

Event incident plan for (title of event)

1. Introduction: Include: What type of event it is (eg a village fete, steam rally, agricultural show, etc).
Date:
Start time:
End:
Venue or route *(if a sponsored walk/cycle ride type event):*

2. Command & control
a. Event manager/Chief organiser (person who has overall responsibility) - Include:
■ name ■ how to be contacted during event ■ where located during event.
b. Safety officer - Include:
■ name ■ how to be contacted during event ■ where located during event.
c. First Aid Coordinator - Include:
■ name ■ how to be contacted during event ■ where located during event.
d. Police (if present at the event) - Include:
■ how to be contacted during event ■ where located during event.

3. Responsibility of individual agencies/groups
List the responsibilities and numbers of personnel in a simple 'bullet point' format. All responsibilities must be DISCUSSED and AGREED with each individual/agency/group prior to the event. Organisations to be considered may include: ■ Police ■ Fire & Rescue Service ■ Ambulance Service ■ St John Ambulance ■ British Red Cross ■ Security organisations ■ Traffic management organisations **Example: Marshals/Stewards** (1) public safety (2) crowd control (3) traffic control (4) to act as a source of information for public (5) to assist Police if requested.

4. Allocation of resources

List any equipment to be used for public safety during the event or in the event of an incident (eg hand-held radios, fire extinguishers, etc)

5. Communications (briefly explain)

a. How the event control/organisers will communicate with the event staff/marshals and vice versa.
b. How the event control/organisers will communicate with the public.
c. Include a list of persons who will have radios and what channel they can be contacted on.
d. Include a list of persons who at the event location will have access to a phone and their contact telephone numbers.

6. Event signage (to the event and around the event site) explain

Who is erecting the signage to the event: When will it be in position?

7. Lost/found persons

What steps will be taken for reuniting people who get separated?

8. Lost/found property

Where is lost property to be taken? If it is not reclaimed, what happens to it?

9. Evacuation plan

Describe the actions to be taken if the event location had to be partially or fully evacuated. Consider:

a. Who will make the decision to evacuate the public from the event location?
b. Who will coordinate the evacuation (be in charge)?
c. How will the event staff/marshals be informed and briefed of the situation?
d. Do the event staff/marshals have specific tasks in the event of an evacuation?
e. Which exits will the public be directed to?
f. Where will the public be evacuated?
g. Who will inform the emergency services?
h. Who will direct the emergency services when they arrive at the event location?

Note: If your event is a linear type event (eg a sponsored walk), you will also need to consider:

a. If required, how do you stop the event?
b. How do you inform the safety staff?
c. How do you collect and account for the participants?
d. Where do you evacuate the participants?

10. Traffic management plan

Consider car park locations; entry & exits; routes to the car parks and any signage; speed limits on the event site, and any shuttle services between car parks and the event site.
Note: Ensure the emergency services have unhindered access into the event location.

11. First aid services

Who is providing the first aid cover? Where is the first aid located? Is it accessible to ambulances? Consider communications links to the event control/organisers.
Note: All public events must have the appropriate first aid arrangements in place.

12. Media

If there was an incident at the event that attracted media interest, consider who would speak to the media and where this would take place.

Date originated:	DD/MM/20YY
Date revised:	
(Repeat for additional revisions as necessary.)	

A. Event

Event name:	
Organiser:	
Telephone:	
Address:	
Event objectives:	
Event frequency:	
Other comments:	

B. Key dates, times and locations

Event location:	
Event address:	
Event start date:	Date
Event end date:	Date
Pre-event meeting 1	
day & date:	
time:	
location:	
attendees:	
Pre-event meeting 2	
day & date:	
time:	
location:	
attendees:	
Post-event meeting	
day & date:	
time:	
location:	
attendees:	
Pre-event set-up required:	☐ Yes ☐ No
Confirmed get-in time:	
Confirmed get-out time:	

C. Key event contacts

Use this section to list all key personnel for the event

Event organiser/host organisation contacts

Name **Company**	**Address** **Telephone** **Fax** **Email** **Mobile phone**	**Description of responsibilities**	**Location during event**
Name Company	Address Tel Fax Email Mobile	Contact1 Responsibilities	Venue
Repeat for additional contacts as necessary.			

Supplier/Partner contacts

Name **Company**	**Address** **Telephone** **Fax** **Email** **Mobile phone**	**Description of responsibilities**	**Location during event**
Contact1 Name Contact1 Title Contact1 Company	Contact1 Address Contact1 Telephone Contact1 Fax Contact1 Email Contact1 Mobile Phone	Contact1 Responsibilities	☐ On-site ☐ Off-site
Repeat for additional contacts as necessary.			

Other event contacts comment

D. Delegates

Expected total event attendance:	
Number of pre-registered attendees:	
Accessibility/special needs:	☐ Yes
Note: Use this section to outline any special needs the group has.	
Other attendee profile comments:	

E. Accommodation

Accommodation	Name	Arrival	Departure	Special Requirements
Accommodation details	Name	Date	Date	
Add as necessary				

F. Guests

Name	Title	Employer	Arrival Date & Time	Departure Date & Time	Comments eg cost, travel, etc
Guest 1					
Guest 2					
Repeat as necessary					

G. Venue:

Use this section to describe the venue or any offsite areas (sports fields, etc)

Main room:	
Office:	
Registration area:	
Refreshment area:	
Speaker room:	
Storage:	
Other space comments:	
Off-site venue(s):	

H. Audio-visual

Use this section to describe the venue audio visual system and any supplementary requirements you may need for the event.

I. Safety, security & First Aid

Medical/emergency instructions:	This will be in a supplementary section
Key event organiser contact:	
in case of emergency:	
Emergency instructions:	To be supplied in a supplementary section
On-site communications procedure:	

General security/surveillance:
Not required ☐ Group to provide ☐ Venue to provide ☐
Outside Vendor To Provide: ☐ (company name)

Day/Date	Location	Hours (start & end)	Hours (start & end)

First Aid services:
Not required ☐ Group to provide ☐ Venue to provide ☐
Outside Vendor To Provide: ☐ (company name)

Day/Date	Location	Hours (start & end)

Venue contacts (keyholders, maintenance, AV, etc)

Role	Location	Available from	To	Mobile

J. Catering

Special requirements*: (Diabetic, Vegan, Lactose intolerant, Gluten-free, etc)

Catering Total Requirements*

	Day 1	Day 2	Day 3	Repeat for additiona| days as necessary.
Breakfast(s)	#	#	#	
AM break(s)	#	#	#	
Lunch(s)	#	#	#	
PM break(s)	#	#	#	
Dinner(s)	#	#	#	
Other Food & Beverage Comments:				

L. Special activities

Use this section to describe any recreational activities along with a name and contact for each activity

M. Transportation

Use this section to describe any recreational activities along with a name and contact for each activity

Are you providing transport? ☐ Yes ☐ No

If yes, please complete the following:

Day & Date (eg, Monday, mm/dd/yyyy)	From	Pick up Time	To	Drop off Time
Repeat for additional occurrences as necessary.				

Transport provider:

Other transportation comments:

N. Media/Press

Use this section to detail any possible media or press opportunities along with contact details for press, photographers who you have contacted

O. Deliveries/Collections

Use this section to detail the address and for whose attention any consignments may be sent prior to the event and to list collections that will be made after the event

From:	To:	Shipper:	Number of Items:	Expected Collection Date:
(contact name and address)	(contact name and address)			
Other Shipping/Receiving comments:				

P. Housekeeping instructions

Use this section to detail any venue specific housekeeping instructions that need to be communicated to your team, guests and delegates. (Fire exits, toilets, security, etc)

Q. Other notes

Risk Assessment

A full risk assessment should be carried out for any event, large or small. This will be a legal requirement in many circumstances. The following guidance will help you in carrying out your risk assessment. A form to record your findings has also been provided, as well as a completed example.

Identifying the hazards

A hazard is something with the potential to cause harm. All hazards should be identified prior to an event, including those related to the individual activities and those related to equipment being used. Only note hazards that could result in significant harm. Things that should be taken into account include:

- **any slipping, tripping or falling hazards**
- **hazards relating to fire risks or fire evacuation procedures**
- **any chemicals or other substances hazardous to health, eg dust or fumes**
- **any vehicles on site**
- **electrical appliances**
- **manual handling activities**
- **high noise levels**
- **poor lighting, heating or ventilation**
- **any possible risk from specific activities**
- **attendee numbers and pinch points.**

Identifying those at risk

For each hazard identified, list all groups of people who may be affected by it. This could include: stewards, employees, volunteers, contractors, vendors, exhibitors, performers, members of the public (including children, elderly persons, expectant mothers and people with disabilities), local residents and potential trespassers.

Areas to consider

This will obviously depend on the size and type of event. The following are examples of areas to consider:

- **type of event**
- **potential major incidents**
- **site hazards including car parks**
- **types of attendees such as children, elderly persons and people with disabilities**
- **crowd control, capacity, access/egress and stewarding**
- **provision for the emergency services**
- **provision of First Aid**
- **provision of facilities**
- **fire**
- **security and cash collection**
- **health and safety issues**
- **exhibitors and demonstrations**
- **amusements and attractions**
- **structures**
- **waste management**
- **catering.**

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- **any information, instruction and training regarding the event and the activities involved**
- **compliance with legislative standards, codes of good practice and British Standards**
- **whether or not the existing controls have reduced the risk as far as is reasonably practicable.**

Further action necessary to control the risk

For each risk, consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- **removing the hazard**
- **preventing access to the hazard, eg by keeping doors locked or using barriers**
- **implementing procedures to reduce exposure to the hazard**

- **the use of personal protective equipment**
- **finding a substitute for that activity.**

Record the risk assessment findings

Use the following risk assessment form as a guide to record all significant hazards, the nature and extent of the risks and the action required to control them. Keep this for future reference and use. You could also refer to other documents you may have, such as manuals or codes of practice.

If the nature of the risks changes during the planning of the event, your risk assessments will need to be reviewed and updated. Where the risk assessment has identified significant risks, you must provide information to all those affected regarding the nature of the risk and the control measures to be implemented.

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 came into effect in October 2006 and replaced over 70 pieces of fire safety law. This law applies to you even if you are only hiring the building you are using for your event. It's your responsibility to obtain and understand the venue's fire risk assessment and also to carry out your own fire risk assessment for the event itself, as some of the activities or actions you take may cause additional hazards.

On arrival, ensure that you familiarise yourself with the emergency exits and fire fighting equipment in the venue. Ideally in your site visits prior to the event you should have made sure that the fire fighting equipment has been maintained and is up to date. Ensure that the fire exits are clearly signed and walk the route to ensure that there are no hazards and the exit doors are not locked and the area outside of the doors is clear of hazards. Do this again prior to the start of the event.

It's important that you have an accurate count of the people in the venue. You can do this with a sign in sheet at reception. This will allow you to make an accurate roll call in the event of an incident.

When you welcome your guests the fire procedure should be near the top of your list of items to communicate. If the guests are arriving over a few hours then explain the fire procedures when they arrive.

More detailed advice and guidance on the implementation of a fire risk management plan can be found in the series of guidance documents available to download from the communities.gov website (***www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides***/).

If, having completed a fire risk assessment, you need more practical advice or information, your local Fire & Rescue Authority may be able to help. You may feel more comfortable employing a fire safety specialist to help you. Companies providing fire safety services are listed in local directories. Alternatively you may be able to ask your insurer for a recommendation.

Event:
Date:
Location:
Group:
Group Leader:
Contact Address:
Phone:
Email:

Risk Assessment Form

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility

Completed by:
Signed:
Date:

Event:	Weekend concert
Date:	18 March 2012
Location:	Greene Camp Concert
Contact Address:	2 High Street, Trumpton
Phone:	02859 350248
Email:	j_smith@email.com

Risk Assessment Form

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Event setup	Unauthorised people having access during event setup	Restrict access to the relevant parts of the site during setup	Heras fencing and security on site	John Smith Jane Smith Paul Adams
Management of contrac-tors on-site	Risk of miscommunication by contractors not understanding event hierarchy	Brief all contractors of the chain of command and the procedures for communication both in normal running and during an emergency	Produce a briefing document that shows the chain of command and communication procedures	John Smith Paul Adams
Working at height	Falling people, objects and tools	Ensure that ladders or equipment is safe to use and is built according to manufacturers instructions. Do not allow people to use ladders without another person being present	Mark edges of stage and exit and entry points with white gaffa tape and/or luminous tape.	John Smith Paul Adams
Emergency evacuation of building	Risk of injury due to inability to exit the building. Risk of injury during evacuation. Risk of injury due to poor communication	Venue capacity to be calculated on: number of exits, required time of exit, distance of travel, line of site to exit	All emergency doors to be correctly signed and lit. Stewards to be made aware of evac procedure	John Smith Paul Adams

Commence-ment of event	Physical Injury Damage to property	A safety check of each venue to be carried out prior to the event	Any remedial work to be undertaken before the venue opens	John Smith Paul Adams
Activity	**Possible risk**	**Prevention**	**Action to be taken to reduce risk**	**Responsibility**
General use of site	Injury due to trips or falls	Inspection of site to identify hazardous areas	Cordon off hazardous areas Repair areas of uneven ground	John Smith Paul Adams

Completed by:	John Smith
Signed:	
Date:	10 July 2011

Event:	District Youth Camp
Date:	17-19 July 2011
Location:	Greene Camp Site
Group:	Trumpton Methodist Youth Group
Group Leader:	John Smith
Contact Address:	2 High Street, Trumpton
Phone:	02859 350248
Email:	j_smith@email.com

Risk Assessment Form

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Picking up YPs and packing coach	YP or adults lifting heavy bags YP on road waiting to get on coach	Packing of coach and van by adults YP to board coach as soon as bags are stored		John Smith Jane Smith Paul Adams
Before journey begins			Ensure all YP have handed in consent form Ensure all parents have emergency contact number Check if any YP has taken travel sickness pills	John Smith Paul Adams
Before journey begins		Brief all on rules for travel Seatbelts secured at all times Phones on silent Tell adult if YP feels sick	Take First Aid box Take bucket and sick bags	John Smith Paul Adams
Activity	Possible Risk	Prevention	Action to be taken to reduce risk	Responsibility
On journey	In case of an accident or breakdown	Check brakes, lights tires, oil, fuel etc before leaving	Hand YP consent forms to hand Notify Event emergency number and parents	Coach Driver

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
At service station	YP getting lost YP getting hurt in car park YP being left behind	YPs to go in groups of four Adult supervision in car park Brief YP of expected behaviour	Designate meeting point at door of service station YP must not leave building without adult Head count when back on coach	All Adults
Arrive at site	Traffic on site Injuries unloading bags and erecting tents	Brief YP on traffic dangers before alighting Remind YP of correct lifting posture Show YP where leaders will be based (day and night)	Give all YP laminated card with leaders emergency mobile number and event emergency number	All Adults
On campsite	Trip/fall over guy ropes/pegs etc	Mark guys and pegs with hi-vis tape	Should accident occur, call first aid	All Adults
	Tables and chairs ● Trap fingers/ limbs ● Falling of chairs ● Tables collapsing	Check all tables and chairs are safe and secure		All Adults
	Allergic Reaction ● Food/bites/ stings etc	Check consent forms Inform all leaders Ensure medication is to hand at all times	Call First Aider Report to Site Medics	All Adults
	Cooking ● Fire ● Burns/Scolds ● Cuts ● Gas leak	Ensure fire extinguisher nearby Adult supervision of cooking/food prep Turn off gas when not in use	In event of accident contact Site Medics Act on prevention measures If gas smelt, open tent and check equipment	All adults
	Fire	Water buckets Ensure safe distance between tents Ensure all YP and adults know emergency procedure Smoking in designated area only	Follow event emergency procedures if necessary Brief YP in procedures Oversee camp layout	All adults

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
	Extreme weather ● Flooding ● Sunburn ● High wind	Ensure tents are secured Ensure all YP wear sun cream/suitable clothes as necessary	Regular tent checks In event of concern contact event team member	All adults
During the night	YP unwell during night	Identify leader's tent	Brief all YP on where leader can be found	All adults
Event activities	YP getting lost YP getting injured Trip/Fall YP getting crushed in crowd	YP must stay in groups Brief YP in safety and site rules	Ensure regular headcounts Be on lookout for any issues	All adults and event staff
Meal times	Hot food/drink	Ensure orderly queuing Sit down to eat	Contact first aider if necessary	All adults
Journey home (As journey up)	As journey up	As journey up	As journey up Inform parents of ETA at drop off points	All Adults John Smith
At drop off points	Unpacking mini bus	Same as packing Ensure YP stay on coach until parents arrive.	Make sure each YP is picked up by parent/ guardian/assigned adult	John Smith

Completed by:	John Smith
Signed:	
Date:	18 March 2011

Event:	Evening celebration
Date:	18 July 2011
Location:	Greene Camp Hall
Group:	Trumpton Methodist Youth Group
Group Leader:	John Smith
Contact Address:	2 High Street, Trumpton
Phone:	02859 350248
Email:	j_smith@email.com

Risk Assessment Form

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Event setup	Unauthorised people having access during event setup	Restrict access to the relevant parts of the venue during setup	Barrier across doorways or notices showing authorised personnel only	John Smith Jane Smith Paul Adams
Audio visual setup	Cables causing a trip hazard	All cables to be routed away from major routes into and out of the room	Cables to go over doorways or under matting to reduce trip hazard. Cables to be taped down with suitable gaffa tape in areas of low footfall	John Smith Paul Adams
Stage setup	People falling off the stage	Stage of 4' or higher to have barrier around rear and sides.	Mark edges of stage and exit and entry points with white gaffa tape and/or luminous tape	John Smith Paul Adams
Plugging in electrical equipment	Risk of electrocution /fire	All electrical items should be portable applicance tested and must be visually inspected prior to plugging in.	Test all appliances and ensure that suitably rated electrical equipment and leads are used for equipment Position CO2 extinguishers near electrical equipment	John Smith Paul Adams
Band playing	High sound levels	Monitor Sound Levels and adjust accordingly	Inform sound engineers of the level that is permitted by the venue or on the license in advance. Also inform any bands of the restrictions in advance	John Smith Paul Adams

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Whole event	Inability to identify exit routes in an emergency	Point out exit routes at the start of the event and ensure that all exit routes are properly signposted and lit	Make sure that exit route lights work during a power failure and that the exit routes are clear of rubbish and are unlocked	John Smith Paul Adams

Completed by:	John Smith
Signed:	
Date:	10 March 2011

Event:	Sporting event
Date:	18 March 2012
Location:	Greene Sports Ground
Contact Address:	2 High Street, Trumpton
Phone:	02859 350248
Email:	j_smith@email.com

Risk assessment form – sporting event

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Arrival and pre-event	People unfamiliar with site layout and emergency procedures	Produce site plan for distribution prior to or at the start of the event along with a list of emergency contacts and hierarchy.	Brief participants on arrival to reinforce the information on the plan.	John Smith Jane Smith Paul Adams
Sporting activities	Serious injury away from home	Ensure proper warm up/cool down exercises prior to commencing activity.	Medical provision on-site Medical consent forms for all participants	John Smith Paul Adams
During activities	Theft of possessions	Ensure that all valuables are securely locked away during sporting activities.	Advise participants to limit the quantity of valuables brought to the event.	John Smith Paul Adams
Collection of participants	Late collection of participants by parents or guardians	Have arrangements for staff to stay with participants until they are collected.	Communicate clearly with all participants and parents and guardians prior to the event the relevant start and finish time. Permission forms include at least two contact numbers.	
Sporting activites	Conflict between participants or spectators	Application of Code of Conduct/Behaviour Policy for all participants and spectators with an agreed procedure for managing on-site issues	Sufficient quantity of staff and stewards to deal who are sufficiently trained to deal with conflict	John Smith Paul Adams
Sporting activities	Sunburn, dehydration, heat exhaustion	Communicate with participants to dress for potential weather possibilities and to bring suncream, food and water with them.	Have a supply of First aid, sun cream, water and clothing.	John Smith Paul Adams

Completed by:	John Smith
Signed:	
Date:	18 March 2012

Budget

One of the initial tasks when staging an event – large or small – is to create a budget document that outlines the costs associated with the event and the income that is expected. Initially the figures will be estimates or best guesses, but as the planning progresses and quotations are received these will be replaced by actual costs. The purpose of the budget is to initially provide a guide as to the viability of the event; to cost the event so that realistic ticket prices can be set if necessary and to give some indication of the funds available for various aspects of the event, such as activities and catering.

Fixed and variable costs

The budget will comprise both fixed and variable costs. The fixed costs may include items such as venue costs, administration costs and technical equipment hire. Variable costs are usually directly related to the number of people attending the event and may include food, beverages, tickets, additional staff and accommodation. It is standard practice to initially work on a worst case scenario using higher fixed costs and pessimistic attendance figures. Alternatively you may want to calculate different income scenarios with different levels of attendance.

Where do I start?

If you have a spreadsheet program such as Excel on your computer there are a number of templates included that give a basic budgeting layout. Alternately, paper and a calculator work just as well at the start of the process. Work on two different tables: one showing income, the other showing expenditure. There are examples of budget layout included on the last two pages of this document. Previous experience, phone calls and some browsing on the Internet can provide initial estimates that can be refined as planning progresses.

Control

It is important that someone takes ownership of the budget and finances of the event. Having one person who is designated to authorise expenditure will prevent unexpected bills and enable you to keep control of the budget. If the event is quite large you may want to give different areas their own specific budgets, but keep control of the total expenditure by using a purchase order system.

Cash flow

While your event may look financially viable within the budget, it is important to keep an eye on cash flow. You may be required to pay deposits on the venue, and to pay artists and technical provision up front, as well as to pay for all the printing, staff, advertising, food etc – all before you've sold more than a handful of tickets! Here are a few ways that you can improve your cash flow:

- **offer a reduced ticket price to people who book early**
- **negotiate with venues to stage deposit payments across a number of months**
- **build relationships with suppliers who will then be more likely to offer better payment terms.**

Contingency

When setting a budget it is advisable to include a figure under the heading 'Contingency' within your outgoings. This will be used to cover any unforeseen or additional costs that you may incur as part of the event. A percentage of around 10-15% of the total outlay is normally set aside against contingency.

Review

Keeping track of the expected income and expenditure is essential with the planning process so that the management team can review the finances of the event at regular intervals and to ensure a good cash flow. As planning continues, it becomes more difficult to rein in the costs should, for example, tickets sales be lower than expected. It is therefore important that the budget is kept up to date and referred to frequently so that any shortfall can be identified as early as possible and remedial action taken to bring the event back onto a secure financial footing.

What ifs

It's important to explore various 'what if...?' scenarios

early on in the process, as this can help you to keep within your costs should they occur. For example:

What if numbers attending are lower than expected?

- **Change your advertising strategy to attract more delegates.**
- **A smaller venue may then suit your needs better; therefore it may be advisable to pick a venue with a range of room sizes and negotiate with the venue to keep an option available on a smaller room until you have a better idea on attendance numbers.**
- **Keep your options open with suppliers. Try to keep any contracts with your caterers and technical company as flexible as possible so that you can renegotiate later. Communicate as early as possible if you want to change numbers or level of equipment as most organisations are flexible to changing things if given sufficient notice.**

What if it rains?

- **If your event is being held outdoors do you have a contingency in case of wet weather? The costs associated will need to be incorporated into your budget.**
- **Does the event insurance have a wet-weather provision?**
- **Don't rely on on-the-day ticket sales to break even. Try offering some incentives to encourage people to buy tickets in advance.**

Cancellation Policy

At some point, everyone has had to make a change to a registration or request a refund for an event they had committed to attending. There are endless reasons for change requests; anything from a conflicting schedule to simply changing one's mind about going. You also need to be aware that the venue that you may be booking for your event will also have its own cancellation policy. You need to be aware of this policy and the impact it may have on your event.

Some events will allow participants to make changes without any hassle, but for others it seems nearly impossible. In many cases there is good reason why changes are difficult to make, but taking an extremely hard line with requests for refunds and changes can hurt your event overall.

Even though the refund and cancellation policy is important to the success of your event, it often seems to be overlooked when setting up online registration forms. Not only will a well thought out policy reduce difficult situations regarding refunds and changes, it should also encourage people to register for your event.

Here is a list of several items that you should consider for your cancellation and refund policies:

Clearly state important dates

Make sure dates for full refunds, partial refunds, changes, etc are clearly stated. This will help to reduce disputes and give you something to refer to if an issue does arise. It is also a good idea to state the registration deadline.

Clearly state refund or change fees

If refunds are permitted, let people know how much it will cost them. You may not want to charge a fee in the name of good customer service, but remember that if the transaction was on a credit card, the credit card processing fees on the initial transaction cannot be recouped, so you must be prepared to absorb this amount. Also keep in mind the staff time to deal with the change and the resulting impact on changes to other details such as event materials, name tags, meals, etc.

Keep it simple and professional

Keep your policy simple and professional, but be careful of the tone you use. In some cases, if you can give a brief explanation of why you have selected certain dates and policies you will get more

understanding from participants. A statement like "Any change requests must be made before 24 November, as we need to confirm meals and seating with the venue" may get a better reaction than "No changes after 24 November."

Provide change request instructions

In most cases you should state that cancellation or change requests be made in writing. At a minimum, provide the name, phone number and email address of the person to contact.

Give alternatives

A good way to avoid giving refunds and having to charge a fee or losing revenue is to allow event participants to send an alternate person to the event. In many cases this will keep all parties happy and there are no additional transaction fees involved. You may want to set a deadline for changes so you have time for preparing name tags, meals, etc.

Another alternative is to give a credit towards another event if applicable. Again, there are no additional transaction fees for either party and everyone should end up happy. As the event planner you should put a date on the credit so it cannot be held indefinitely.

Remember that in most cases the main goal is to get people to register for your event. By adding some flexibility to your refund and cancellation policies and giving some alternatives, you are likely to attract more registrations. Of course, some people may take you up on your more generous policies, but the additional registrations you receive may more than offset the number of people asking for their money back or to make a change.

Here are three sample cancellation policies

1. **The registration deadline is 10 January 2020. Full refunds are available prior to 30 November 2019. After this date, you may send an alternate to the event without additional charge. To request a cancellation or to make a change, please send an email to the event planner at ...**

2. **Refunds less a £20.00 cancellation fee will be given for cancellations received in writing to ... prior to 30 November 2019. Following this date, no refunds will be given, but a credit will be issued to use towards another event within one year.**

3. **Sorry, tickets are non-refundable.**

Sample budget layout (see following two pages)

The following are some sample budget layouts. The first level budget is a summary of the totals of the income and expenditure expected for the event. The second level budget provides more details as to how the expenditure is made up and the subtotals from this budget are then transferred into the first level budget to provide an overview of the whole event.

Generic budget – first level

Income	£	Expenditure	£
Grants		Administration	
Donations		Publicity	
Sponsorship		Venue costs	
Ticket Sales		Equipment	
Fees		Salaries	
Programmes		Insurance	
Concessions		Permits	
		Accounting	
		Cleaning	
		Travel	
		Accommodation	
		Documentation	
		Hospitality	
		Volunteers	
		Contingencies	
Total		Total	

Generic budget – second level

		£			£
Administration	Office rental		Insurance	Public liability	
	Fax/photocopying			Employee	
	Computers			Event	
	Printers			Other	
	Telephone			Subtotal	
	Stationery		Permits	Food	
	Postage			Council	
	Office Staff			Parking	
	Subtotal			Children	
Publicity	Artwork			Subtotal	
	Printing		Security	Staff	
	Posters			Equipment	
	Press			Subtotal	
	Programmes		Accounting	Petty cash	
	Subtotal			Pre	
Equipment	Stage			Subtotal	
	Sound		Travel	Speaker/Facilitator	
	Lights			Planning team	
	Transport			Subtotal	
	Personnel		Accommodation	Speaker/Facilitator	
	Toilet			Planning team	
	Extra equipment			Delegate	
	Communication			Subtotal	
	First Aid		Hospitality	Venue	
				Food	
	Tables and chairs			Beverage	
				Staff	
	Parking			Invitations	
				Subtotal	
	Subtotal		Community	Donations	
Venue Costs	Hire (incl pre/post)			Subtotal	
	Security		Volunteers	Food and drink	
	Power			Subtotal	
	In-house tech		Contingencies		
	Cleaning			Subtotal	
	Subtotal				

First Aid

The Event Safety Guide (HSG 198) specifies the definition of a First Aider as: "A 'First Aider' is a person who holds a current certificate of First Aid competency issued by the three voluntary aid societies (or certain other bodies or organisations); St John Ambulance, British Red Cross Society or St Andrew's Ambulance Association.

The First Aider for large events should have prior training or experience in providing First Aid at crowd events.

Note: The completion of a 'Health and Safety at Work' or four day 'First Aid at Work' course does not necessarily qualify a person as competent to administer First Aid to members of the public. Unfortunately the guidance is not specific about what "certain other bodies or organisations" means. It also specifies that:

"First Aiders, ambulance and medical workers should:

- **Be at least 16 years old and not over 65 years old;**
- **Have no other duties or responsibilities;**
- **Have identification;**
- **Have protective clothing;**
- **Have relevant experience or knowledge of requirements for First Aid at major public events;**
- **Be physically and psychologically equipped to carry out the assigned roles;**
- **Also, First Aiders under 18 years old must not work unsupervised."**

Public First Aid is a very different scenario to the workplace. First Aiders should not have other jobs to do as well, such as stewarding or security, although that does not stop stewards or security personnel from being First Aid trained.

The question one must ask is if the First Aider is doing First Aid, who is doing the other job that was assigned to that person?

First Aiders need to be equipped to do the job and have access to a facility in which they can work. Consider patient confidentiality and dignity, but also ensure that Safeguarding procedures are followed. The best advice is to approach a recognised body that provides such services.

CLICK HERE

St John's Ambulance
www.sja.org.uk

CLICK HERE

British Red Cross
www.redcross.org.uk

Copyright licensing

It is illegal to reproduce copyrighted materials - during the writer's lifetime and for 70 years after their death - without the permission or authority of the copyright owner (or appointed representative) or a copyright licence (should one be available). By copying without permission a church faces potential legal action and writers are deprived of their rightful income. Your church requires a Church Copyright Licence (CCL) and a Music Reproduction Licence (MRL) to:

- **project hymn and worship song words from an overhead acetate**
- **store and retrieve hymns and worship songs from a computer**
- **create your own service sheets that contain song words**
- **photocopy music from authorised music publications**
- **make audio or video recordings of your services for those who may not be able to attend.**

Christian Copyright Licensing, who administer these licences, can be contacted at:
PO Box 1339, Eastbourne, East Sussex BN21 4YF
Tel: 01323 436103 Email: ***info@ccli.co.uk***
Website: ***www.ccli.co.uk***

The cost of the licence depends on the average attendance at your main church service. For attendance of 15-49 people, the cost is £78.00; for 50-99 it is £141.00 and for 100-249 it is £231.00. This cost is lower if you do not require the MRL licence that permits music photocopying. Churches will need to complete a Copy Report (now available on CD) to be sent to CCLI at the end of the licensed year. This records which songs were reproduced, projected or recorded in a given licence period. CCLI use this information to distribute royalties to copyright holders.

There are some publishers who have their copyright managed by Calamus and these need a separate licence as they are not covered by CCL. Again, the cost of a Calamus licence is determined by the size of attendance. For attendance of up to 100 people it costs £38.40; for 101-250 people, it is £60.00; for 251-500 people it is £81.60; for 501-1000 it is £114.00 and for attendances of over 1,000 people, the cost is £136.80. You can find the list of the publishers covered by Calamus at: ***www.decanimusic.co.uk/acatalog/Calamus*.**

Other copyright publications

These music licences cover the lyrics or music of hymns and worship songs but they do not cover material photocopied or reproduced from other copyright publications such as books. A Copyright Licensing Agency (CLA) Church Licence can therefore be a useful addition. The cost for church attendance of 16-49 is £26.00; for 50-99 it is £47.00 and for 100-249 it is £77.00. This licence is also available is available from CCL. This licence enables you to:

- **photocopy articles from magazines about evangelism, worship, health and safety, etc, and distribute them to your leaders**
- **photocopy pages from study books for teaching and training within cell/home groups**
- **photocopy games and puzzles and distribute amongst your children's and youth groups**
- **photocopy drama scripts in order to rehearse your Easter or Christmas presentations, or for drama groups generally**
- **photocopy quizzes for your social activities.**

For all other written resources it is worth looking on the imprint page which will usually give you details of how to contact the copyright holder. The cost of using material will usually depend on the number of copies you wish to make and how you are intending to use it. Most versions of the Bible will allow you to reproduce up to 500 verses without requesting specific permission providing you make an appropriate acknowledgement.

Playing commercial sound recordings – prs and ppl licences

You will require a Performing Rights Society (PRS) Church Licence if you play or permit the use of music for any purpose other than as part of an act of worship. This would include, for example, background music at coffee mornings, youth clubs or fetes, dances or film shows. This PRS licence will also be required when

a radio or television broadcast (live or recorded) is used on church premises. This is in addition to the ordinary television licence which is needed wherever a broadcast signal is being received. Television equipment on church premises that is not used to receive broadcasts does not require a television licence. Changes to the law on copyright licensing mean that from 1 January 2012 any church that plays sound recordings, or has groups that use their premises during the week who play sound recordings, must also purchase a PPL (Public Performance Licence) Church Licence. Acts of worship are exempt.

Many churches will already have a PRS for Music Church Licence purchased through CCLI (Christian Copyright Licensing International). It is important to note that churches now need both a PRS for Music Church Licence and a new PPL Church Licence in order to play sound recordings; both are available from CCLI who are sending out information with churches' annual licence renewal reminders. More detail can be found on the CCLI website.

Video licences

Christian Copyright Licensing act as agent for the Church Video Licence. This licence permits the showing of authorised films and film clips within church activities. For example it would cover video clips being shown as part of a sermon or films being shown for teaching or entertainment at children's groups. Further information is available at ***www.cvli.co.uk***.

Church music recordings

CCLI, acting as agent to the Mechanical Copyright Protection Society (MCPS), also administer the Church Music Recording Licence for the recording of copyright music for limited sale and/or general distribution (ie fundraising purposes). These recordings can be made either live from church worship or in a professional recording studio. The smallest licence for a recording of 100 copies with up to 30 minutes of music costs £17.63. The biggest licence of 500 copies with up to 90 minutes of music per recording costs £70.50*.

Charity status

Occasional plays and other public entertainment organised for fund raising purposes will not affect the charitable status of a church. The position would be different, for example, if every Saturday evening there was a concert or other entertainment in order to raise funds for the church since this might be regarded as a trading activity.

** All prices are correct at time of publication, Summer 2012.*