

# Event Management Plan



**DARLINGTON**  
Borough Council

Event Name

Event Date

Author name

Date

## Contents

**[Note: only include those topic areas that are relevant to your event. Delete from the list of contents those that are not required Then provide details of the arrangements you are planning to make for each topic by typing into the relevant box.] \*delete this text from your plan**

1. Event description
2. Event management organisation
3. Risk assessments
4. Temporary structures
5. Traffic management
6. Facilities and utilities
7. Security
8. Crowd management
9. First Aid
10. Missing and found children
11. Provision for those with special needs
12. Contractors
13. Catering
14. Performers
15. Preventing nuisance
16. Contingency arrangements
17. Emergency plan including evacuation
18. Waste management
19. Water Safety

Appendix 1: Site plans

Appendix 2: Event schedule

Appendix 3: Risk Assessments

Appendix 4 Communications

Appendix 5 Stewarding

Appendix 6 Contingency plan for:

(a) Fatalities

(b) Wet weather

Appendix 7: Premises Licence - Conditions relevant to the event location

Appendix 8 Operational Orders provided by

**Event description**

*Box expands as you type*

**Event management organisation**

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**Risk assessments**

*Box expands as you type*

**Temporary structures**

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**Traffic management**

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**Facilities and utilities**

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**Missing and found children**

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**Performers**

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**Emergency plan including evacuation**

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**Water Safety**

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