Event Management Plan

Mini Plan Template

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| 1.0 Event Details | |
| Name of Event |  |
| Date of Event |  |
| Dept/representative group |  |
| Event organisers name |  |
| Contact details of event organiser (phone and email) |  |
| Time: doors opening and stage time |  |

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| 1.1 Event Location (inset X in applicable boxes) | | | | | |
| MSU Venue (licensed premises) |  | MSU Bar (licensed premises) |  | MSU meeting rooms/Your Space (alcohol free space) |  |
| MU Campus (outside) |  | MU lecture halls |  | MU meeting rooms |  |
| Off campus (hotels, night clubs, bars, other |  | Other location |  | Please give details | |
| Space for additional details | | | | | |

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| 2.0 Nature of event (insert X in applicable box) | | | | | |
| Live music show (band/DJ) |  | Conference style |  | Sporting |  |
| Musical/Drama |  | Convention |  | Stage Show (fashion show) |  |
| Outdoor sporting |  | Political event (election/senate/discussion) |  | Event associated with campaign |  |
| Alcohol served/available  \* Alcohol must be purchased at MSU Bar |  | No alcohol served |  |  |  |
| Other event |  | Please give details | | | |
| 2.1 Event Summary/objective | | | | | |
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| 2.2 Who is attending the event? (insert X in applicable boxes) | | | | | |
| MU Students' only |  | MU Alumni |  | Intervarsity |  |
| Invited guests/entertainers |  | Members of the public |  | Children (sensitive risk group) |  |
| Mixed attendance |  | VIP guests |  | Companies invited |  |
| Other guests |  |  | | | |
| Info: Clubs Rules Apply for all events at MSU, non-MU students’ must be invited and signed in by a MU student, MU students are responsible for the guest they sign in and 1 guest is permitted per MU student. | | | | | |
| Space for additional details | | | | | |

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| 2.3 Estimated Attendance | | | | | | |
| Number of guests expected? | 0 - 50 | 50 - 100 | 100 - 200 | 200 - 350 | \*350 + | Other/unknown |
| Insert X in applicable box that represents likely attendance at your event |  |  |  |  |  |  |
| \*events with estimated guests above 350 must submit an Event Management Plan based on Irish “Code of Practice for Safety at Indoor Concerts”  Info: Room Capacities/ MSU Venue - 450 – standing / 200 – seated/ 100 seated with tables/ MSU Bar - 350 – standing | | | | | | |
| Space for additional details | | | | | | |

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| 2.4 Ticketing (insert X in applicable boxes ) | | | | |
| Will this event be ticketed using an online ticket platform? | Yes |  | No |  |
| Will physical tickets be sold for this event? | Yes |  | No |  |
| No tickets available for the event, guests just arrive at the venue? | Yes |  | No |  |
| Invite only event/signup (number of guests known +/- 10) | Yes |  | No |  |
| Space for additional details | | | | |

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| 2.5 Special Requirements | | | | | |
| Assess your event and determine if any of the following special requirements are applicable, insert X in applicable boxes. | | | | | |
| Accessibility requirements |  | Wheelchair access |  | Wheelchair accessible toilets |  |
| Weekend events |  | VIP guests |  | Interpreter |  |
| Vehicular requirements |  | Stage ramp for wheelchair access |  | Access to buildings during the night |  |
| No special requirements |  | Other special requirements |  | Please give details | |
| Space for additional details | | | | | |

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| 3.0 Food Provisions | |
| Please assess food provisions for your event, insert X in applicable boxes. | |
| No food supplied |  |
| MU campus food vendors will be utilised |  |
| External food vendor (pizza place delivering food etc) |  |
| Homemade/ food making event |  |
| Other food provision |  |
| Space for additional details | |

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| 4.0 Risk to Reputation | |
| Take time to assess activities that may impact the reputation of your Club or Society. While the outlined activities may not be planned, it is critical that immediate action be taken if some of activities arise during an event, other activities may be monitored. The event organiser should be cognisant of activities that may reflect badly on the reputation of their Club or Society, the University and Maynooth Students’ Union. Please check boxes if any of the activities are planned for your event, this list is by no means exhaustive. A code of practice for performers at MSU is available. | |
| Place a Y for yes or N for no in applicable box to indicate if your event involves or may involve the following risks to reputation | Applicable |
| Adult humour |  |
| Drinking games |  |
| Acts of nudity |  |
| Content of a sexual nature |  |
| Acts of a discriminatory nature |  |
| Acts of coercion |  |
| Performers (may introduce reputational risk) |  |
| Other |  |
| Space for additional details | |

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| 5**.0 Health and Safety Review** | | | | | |
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| **Hazard** | | | **Risks** | | |
| **Fire** | | | * Severe burns * Inhalation of toxic gases leading to a person passing out * Disorientation * Entrapment, crushing * Death | | |
| **Common Fire Hazards** (non-exhaustive) | | |
| * Electrical systems that are overloaded, poorly maintained or defective * Combustible storage areas with insufficient protection * Combustibles near equipment that generates heat, flame, or sparks * Smoking * Confetti/combustible materials near hot objects (lighting) * Unraveled extension leads * Electronic and electrical equipment * Frayed cabling * Exterior and interior cooking equipment - barbecue/cooker, microwave | | |
| Assess which controls are necessary and applicable to ensure no fire hazards are present at your event, Place a Y for yes or N for no in applicable cases, place a question mark if you are unsure. | | | | | |
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| Controls | | | | Applicable | |
| Ensure equipment/electrical devices that you bring on site are in good conditions (P.AT may be applicable) | | | |  | |
| Emergency exits must be kept clear at all times, event organisers should take time to identify emergency exits and relay information to events team and guests. | | | |  | |
| Remove combustible materials before events begin (cardboard boxes, waste etc) | | | |  | |
| If fire alarm is activated, event organisers must ensure that event attendees leave the building promptly and calmly | | | |  | |
| Familiarise yourself with Fire Action procedures affixed to walls at break glass points, the location of break glass points and closest fire extinguishing station | | | |  | |
| Space for additional details | | | | | |

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| Hazard | Risks | |
| Large crowds | * Surging and swaying leading to crushing between people and against fixed structures * Falling and being trampled underfoot * Dangerous behaviour, such as climbing onto equipment/structures or throwing objects * Facility management team and provisions overwhelmed due to excessive numbers of event attendees arriving leading to crowd management risks * Attendee numbers in excess of building capacity leading to crushing * Crushing/falling when exiting venue/building | |
| Common crowd safety hazards from venue or event activities | |
| * Inadequate site design, leading to crossflow of people * Inadequate crowd control personnel on duty * Number of attendees unknown or underestimated * Inefficient crowd monitoring * Crowd egress during an emergency/ fire evacuation * Lack of suitable entrances and exits * Collapse of a temporary structure * Inadequate or failure of crowd control barriers * Free/giveaway activities can result in unmanageable crowds | |
| Assess which controls are necessary and applicable to ensure efficient crowd control measures are present at your event, place a Y for yes or N for no in applicable cases, place a question mark if you are unsure. | | |
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| Controls | | Applicable |
| Number of event attendees known prior to event | |  |
| Maximum number of attendees agreed and adequate security/control personnel scheduled | |  |
| Estimated attendee numbers based on previous event attendance (<100 persons) | |  |
| Pre-event registration/ticketing solution | |  |
| Event organisers monitor attendee numbers during the event | |  |
| Accreditation will be available for event attendees if expected attendance is greater than 100 persons | |  |
| Crowd control barriers used to manage entrances and exits if expected attendance is greater than 100 persons or if attendees are expected to arrive at once | |  |
| Mojo barriers installed in front of stages | |  |
| Entrances and exits plus fire emergency exits can be opened and are clear and unobstructed at all times | |  |
| Stated building capacities adequate for estimated/agreed attendees | |  |
| Space for additional details | |  |

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| Other common Hazards that are likely to present at an event | | | |
| Hazard | Risk | Controls | Applicable |
| Food | - Biological hazards, pathogens causing food poisoning  - Chemical hazards, harmful substances such as pesticides which may cause poisoning  - Physical hazards are objects which contaminate your foods such as pieces of glass or metal, toothpicks, jewellery or hair which may cause choking or internal injury | - Order food from reputable source |  |
| - Consume food within 60 minutes |  |
| - Reject food that is not packaged correctly or piping hot |  |
| - Eat food in a clean location |  |
| - Remove food and packaging to external bins post meal/event to reduce rodent activity |  |
| Fall from Height | Mounting tables, chairs, stages and ladders may result in a fall from height causing injury or death | - Using objects (chairs/tables) to reach height is not permitted |  |
| - Ladders must only be used by trained personnel |  |
| - Performers only on stages, stay 0.5m from stage edge at all times, Stage accessed via stairs only |  |
| Trailing cables | May cause event attendees or staff to trip, fall causing injury | - Minimise trailing cables, use cable covers if cables have to be trailed along the floors |  |
| - Ensure trailing cables on stage are assessed to ensure trips and falls on stage are reduced/eliminated |  |
| Wet floors | May cause event attendees or staff to slip, trip or fall causing injury | - If you discover a wet floor, ask staff to alert the on-site staff or clean the wet floor yourself, wet floor signs used |  |
| - Food/drink spillages cleaned immediately |  |
| - Always act if you discover a wet floor |  |
| Space for additional details | | | |

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| Electrical equipment | Electrical equipment can electrocute device users and others, electrical equipment may cause fire resulting in burns to equipment users and others | - Conduct a visual on electrical equipment prior to use, cabling and device body must be in good condition. |  |
| - P.A.T may be applicable to specific equipment |  |
| - Always fully unreal extension cords |  |
| - Never use electrical equipment in wet conditions |  |
| - A competent person must assess electrical equipment arrangements for outdoor use |  |
| Temporary structures/lighting rigs/stages | Temporary structures and lighting rigs may collapse under weight or if exposed to windy conditions causing structures to become on stable and fall on top of guests, staff. Persons installing such structures may be subjected to musculoskeletal and pinch point injuries | - Temporary structures must be assembled by competent persons |  |
| - Temporary structures must be monitored at all times |  |
| - Lighting structures must be installed by competent persons |  |
| - All structures must be assessed by health and safety officers/representatives prior to use |  |
| Manual Handling Activities | Manual handlings injuries account food 33% of non fatal accidents. | - Persons lifting objects/equipment must have training in manual handling principles |  |
| - Use mechanical aids to reduce unfavourable ergonomic activities. |  |
| Space for additional details | | | |

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| 6.0 Medical requirements | |
| Assess the medical requirements around your event? | |
| Place a Y for yes or N for no in applicable box to indicate if your answers | Applicable |
| Sporting activity (follow specific sporting code of practice) |  |
| Live music event | |
| Small event, < 100 (First Aid Responders only) |  |
| Large Event or event specific, paramedic/advanced paramedic required |  |
| Is the medical centre open when your event is scheduled? |  |
| Other |  |
| Space for additional details | |
| \* MSU first aid responders are Colin Maher (Director of Facilities and Services), Conor Hassett (Bar Manager). MU medical centre is open from 9am – 5pm – 01 708 3878  \* Student counselling service 9am – 5pm 01 708 3554  \* Out of Hours Service is provided by the off campus general practitioner Dr Gaffney, Glenroyal Centre, Maynooth, Tel:  01 6291169 | |

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| 7.0 Security Provision | |
| Do you need to book security for your event? | |
| Place a Y for yes or N for no in applicable box to indicate if your answers | Applicable |
| Sporting activity (follow specific sporting code of practice) |  |
| Live music event  \*1 security personnel per 100 guests (standing event)  \*1 security personnel per 250 guests (seated event)  \* Security provision is based on estimated attendance | |
| Small event with no alcohol, < 100 (event management team can manage crowds) |  |
| Large Event or event with alcohol, security required |  |
| Security booked and confirmed 48 hours before the event? |  |
| Other |  |
| Space for additional details | |

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| 8.0 Commercial Activity | |
| On-campus promotion forms must be filled out if a company is invited on site. Insurance indemnifications may be required. | |
| Place a Y for yes or N for no in applicable box to indicate if your answers | Applicable |
| Company invited to provide services or sell products |  |
| Commercial partnership (sponsorship deal) |  |
| No commercial activities |  |
| 8.1 Contractual Agreements | |
| Signed contracts for booking confirmation |  |
| Signed contracts for bands/performers |  |
| no contracts signed |  |
| 9.0 Financial Situation | |
| Event budget complete |  |
| Possibility of outstanding bills after event |  |
| Sponsorship agreement fulfilled or agreed in writing |  |
| Special event funding agreed |  |
| Further considerations necessary |  |
| 10.0 Data Sharing | |
| Data requested for the purposes of running an event (GDPR notice on data application) |  |
| Sharing data with third parties |  |
| No data collected |  |
| Space for additional detail  [GDPR](https://cdn.msulife.ie/docs/admindocs/GDPR%20Data%20and%20CS%20%20Doc.pdf), Data & Clubs & Societies |  |

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| 11.0 Technical equipment required | |
| Place a Y for yes or N for no in applicable box to indicate your technical requirements | Required |
| Sound System (MSU venue only) |  |
| Lighting Rig (MSU venue only) |  |
| Microphones |  |
| Full Band setup |  |
| Singer songwriter setup (1/2 musicians) |  |
| DJ setup (no decks provided – sound system only) |  |
| Projector |  |
| Aux cable (for laptop/phone/mp3 player) |  |
| Portable speaker |  |
| I need help to decide what my requirements are? |  |
| Space for additional detail | |

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| 12.0 Room Setup | |
| Please indicate the room setup required for you event  A  B | |
| Place a Y for yes or N for no in applicable box to indicate your  room layout | Applicable |
| A) Theatre style (94 Persons Seated) |  |
| B) Classroom (54 Persons Seated) |  |
| C) U-Shape (36 Persons Seated) |  |
| D) Conference (48 Persons Seated) |  |
| E) Banquet (78 Persons Seated) |  |
| F) Minimum Movement (64 persons Seated) |  |
| G) Lunch Time Table Setup |  |
| H) Custom layout |  |
| Detail custom layout | |

**Event Management Plan Sign off**

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**Event Organiser**

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**Head of Department**