The Events Course student EMP template

EMP’s are a critical, but unglamorous part of the process for most event professionals.

There will be times when an EMP will be required, where it will need to be relevant, accurate, and effective. There are some events where given the nature, niche, size, or market, an EMP of this magnitude and detail will not be required, and you should use your best judgement to ascertain how much of this template is relevant to your event.

EMP’s should also never be completed in a vacuum. You will need to consult various people at various times throughout the completion of the document for their input and expertise. Who these people are will vary greatly on what kind of event you are planning for, and what is included within it.

This template is designed to give you a detailed, but not exhaustive, overview of what you should look to include in a real-brief EMP. It should function as a ‘bible’ or handbook-guide to how your event should be executed in the hypothetical situation that you are no longer able to run the process yourself, and someone new has to pick up where you left off with no handover.

To that end, all information included within it needs to be clear, concise, and written in a way that would be understandable and logical to your peers.

# 1. Title Page

* Include document version,
* The time and date it was last updated/modified and by who
* A copyright notice if needed

# 2. Contents Page

# 3. Appendices Page

* Your appendices page will include further material that isn’t essential to the coherency of your document, but supports your content with additional data or information that the reader may find useful.
  + E.g large-scale site drawings, premise licenses, additional policies or supplier details.

# 4. Event Information:

* Key facts - This is the backbone of your event and should be in bullet points:
  + What it is
  + When it is
  + What time it starts/finishes
  + Intermission times
  + Capacity
    - This can then be followed by the event profile, which is a more in-depth overview of the details and nuances (Approx. 500 words)

# 5. Planning Milestone Schedule

* Milestone of when tasks are being completed/signed off, but only things relevant to governing bodies
  + E.g music license meeting, council authority site visits, not tasks like ‘colour theme chosen’.

# 6. Any key changes from previous versions or notes of importance

7. Venue Design – Including:

* Build/break phases with timings
* Sections to include:
  + Transit
  + Ingress
  + Egress
  + Entry assumptions
  + Car parking/traffic control
  + Other infrastructure
  + Key entry requirements for guests
  + Site usage and circulation
  + Evacuation areas route and muster points
  + Capacity and other fire considerations

# 8. Event Safety Plan:

* Minor/supported/major incidents
* Precautions for staff
* Risk Assessments

# 9. Health & Safety Policy

* Construction regulations and liaison team (including qualifications of team and roles)
* Table of key personnel and local authority contact numbers

# 10. Management/Organisational Chart

* Ticketing/entry policy/open and closing times for each area on each day, e.g staff area, VIP area, camping, talent area
* Any terms and conditions for guests that have legal standing (relevant bullet points that local authorities will need to know), e.g drug/alcohol restrictions or age restrictions etc

# 11. Medical Arrangements

* Should include all specific implications for venue, entertainment, location, time/date capacity, and control measures (can include COVID amendments)

# 12. Communication Plan

* Radio/Phone/Wi-Fi as a minimum
* CCTV
* How you communicate with guests
  + Social media
  + PA system
  + Phone lines

# 13. Crowd Management Plan: Security/Stewarding

* Plans for how these will be managed: internally or externally?
* Details in this section, can add any supplier contracts or details in appendices
* Noise management if there is any element of performance or loud non-ambient noise

# 14. Construction & Traffic Plans

* If any work is being done to the site/it is not static
* Permits needed/granted
* Any specialised equipment present
* Operators and specific licenses needed
* Details of consultants or specialist companies involved – quick-read info company information can go in appendices

# 15. Food & Water Plan

* Catering compliance
* Minimum requirements
* Trading approval standards
* Gas safety
* Firefighting
* Alcohol supply

# 16. Sanitary Facilities & Waste Management

* Number of toilets per person
* Hot water and available drinking water
* Disability access
* Showers and changing
* Female sanity waste
* How it is all stored and collected
* Recycling

# 17. Entertainment & Talent Management Plan

* Stages/pitches/rooms being used
* Talent and agent contact details
* Any specific contracts in place (quick-read info here, actual paperwork in appendices)
* Personnel needed to accommodate the entertainment

# 18. Special Requirements & Disability Access

* Toilets/changing and showers
* Site access and mobility
* Parking
* Bar service points
* Food service points

# 19. Other Information & Assistances

* Lost and found
* Cloak rooms
* First aid
* Taxi ranks
* Security

# 20. Child & Vulnerable People Welfare

* Restrictions
* Adjustments
* Lost person system
* Wristband system

# 21. Drug Policy

* Cross agency work to deter detect prevent and prosecute
* What will classify as drugs/illegal highs (be deliberate with language)

# 22. Local Community & Residents’ Policy

* Impact on local communities
* Your communication with them
* Do you have a community management team?
* How to mitigate risks to them and how to work in collaboration with them

# 23. Additional Notes or Information

* Anything you feel has been left out as it doesn’t fit into a definable section
* Any ‘creators notes’ that may help provide clarity to the overall document