

Events Management Diploma EMP Template

An Event Management Plan may not be the most exciting part of the planning process, but it is a critical document for most events professionals.

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

EMP’s require input from multiple key stakeholders and should never be completed in solitude. 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-life 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 whom

• A copyright notice, if needed

**2. Contents Page with page numbers**

**3. Key Facts**

Key information that **must** be included:

| Venue Address: |  |  |  |
| --- | --- | --- | --- |
| Capacity: |  |  |  |
| Event Owner: |  |  |  |
| Event Dates:  |  |  |  |
| *Build Starts:*  |  | *Build Ends:* |  |
| *Event Opens:*  |  | *Event Closes:* |  |

**4. Event Information**

Event overview: Provide a concise summary of the event, including its purpose, objectives, and key highlights. Describe the nature of the event (e.g., conference, concert, charity fundraiser) and its significance to the target audience or community.

Describe the overarching theme, focus, or central message of the event. Explain how this theme will be reflected throughout the event programme, activities, and visual elements. ***(approx. 500 words)***

**5. Planning Milestone Schedule**

Milestones of when tasks are being completed/signed off, but only key milestones and things relevant to governing bodies.

For example:

| 28th March 2023  | Safety Advisory Group – Online Meeting  |
| --- | --- |
| 16th April 2023  | Tabletop Planning Exercise  |
| 11th June 2023  | Blue Lights Site Visit  |

**6. Venue Design**

An introduction to where you will be holding your event and if any other events have been held there previously. ***(Approx. 500 words)***

**Key information that must be included:**

• Site Layout

• Flow rates and capacities of temporary structures or conference rooms

• Entrances and exits

• Control rooms, operational centres, and event management offices

• DIM ICE (see below)

**Ingress**

• Car Parks

• Traffic

• Access Routes

• Searches *(if necessary)*

• Prohibited items

• Entry policy

• Ticket Exchange & Wristband Checks *(if necessary)*

• Security & Stewards Managing Flow

**Circulation**

• Where people go and how they get there

• Evacuation routes

• Management of crowd densities

 **Egress**

• Audience Movements and peak flow times

• Exit routes and methods

• Security & Stewards Managing Flow

• Welfare of patrons

**7. Event Safety Plan:**

• **Types of incidents**

• Minor Incidents

• Supported Incidents

• Major Incidents

\*You can also categorise using the RAG system.

**P*lease state an example of each incident and who would be responsible to respond to them.***

• **Organisational Structure Chart,** in the form of an organogram, including:

• Emergency Liaison Team

• Key decision makers

• The command structure (both internally and externally)

*\*Please include job role and name of person*

• **Construction Design Management Regulations**, including the Principal Designer & Principal Contractor.

• **Precautions for staff** *(PPE, Staff welfare)*

• **Table of key personnel and local authority contact numbers**

| Name  | Role  | Number  | E-Mail  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**8. Risk Assessments:**

| **Significant** **Hazards** **Identified** | **Person At** **Risk**  | **Risk Rating**  | **Control Measures**  | **Date** **and** **Initial**  |
| --- | --- | --- | --- | --- |
| Risk Level |
| Slips, trips and falls | Staff Public Visitors |  |  |  | ● Floors in marquees and other structures laid by a competent person (certificated to PLI £5m cover).● All cables to be buried / covered.● Steps or changes in level and tripping hazards to be fenced off when not in use.● Temporary lighting provided to walkways, toilets and general areas in use by the public after dusk.● Marquee pegs protected by foam and guy ropes highlighted in public areas. |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**9. Major Incident Plan**

• Invacuation or evacuation

• How to raise the alarm

• Means of giving the alarm

• Evacuation routes

• Safe-holding areas

• Rendez-Vous Points (RVP)

• Signage, branding, and public messaging

• Bad weather (wind, rain, run)

**10. Medical Arrangements**

• Medical team and personnel: Specify roles, qualifications, and contact information of on-site medical personnel.

• First aid stations: Identify locations and describe available equipment and supplies.

• Emergency contact information: Provide numbers for on-site medical personnel, local emergency services, hospitals, and ambulance services.

• Communication and coordination: Establish protocols for reporting and responding to incidents, involving medical personnel, event organizers, and security teams.

• Participant medical information: Encourage attendees to provide relevant medical information discreetly and securely.

• Purple Guide Rating.

**11. Crowd Management, Security & Stewardings**

• State security provider. If there are multiple, explain what areas they will cover.

• Details any supplier contracts or details in appendices.

• Ratio of Security/Stewarding to visitors.

• Training/qualifications of Security/Stewarding.

• Noise management if there is any element of performance or loud non-ambient noise (how do you protect your staff?).

• You may refer to a Crowd Management Plan (CMP) or Ops Plan.

• Security phases (build, live, break).

•Special Policing Services.

•Staffing Levels.

**12. Communication Plan**

• Radio/Phone/Wi-Fi as a minimum

• CCTV

• What 3 Words

• How you communicate with guests

o Social media

o PA system

o Phone lines

**13. Construction & Traffic Plans**

• If any work is being done to the site

• Accessed routes

• Ground surface conditions if outdoors

• Staff and attendee access plans

• CDM Regulations

• Permits needed/granted

• Any specialised equipment needed

• Operators and specific licenses needed

• Details of consultants or specialist companies involved – quick-read info company information can go in appendices

• Taxi ranks

• Monitoring event

**14. Food & Water Plan**

• Catering compliance

• Minimum requirements

• Trading approval standards

• Gas safety

• Firefighting

• Alcohol supply

• Licensing

• Locations

**15. Sanitary Facilities**

• Number of toilets per person

• Hot water and available drinking water

• Disability access

• Showers and changing

**16. Sustainability & Waste Management**

• Female sanitary waste

• How it is all stored and collected

• Recycling

**17. Traders, Entertainment & Talent Management Plan**

• Sponsors, exhibitors, fun fairs

•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**

• Lost and found

• Cloak rooms

• Staff welfare

**20. Child & Vulnerable People Welfare**

• Restrictions

• Adjustments

• Lost person system

**21. Drug Policy (If needed for your type of event)**

• Cross agency work to deter detect prevent and prosecute

• What will classify as drugs/illegal highs

**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. Ticketing Policy**

•Terms & Conditions

• Scanning, registrations, etc

**24. 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.

**25. 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.

You may choose to include the following:

• Site Plan (showing key safety information)

• Risk Assessment

• Fire Risk Assessment

• Crowd Management Plan

• Transport Management Plan

• Medical Plan

• Noise Management Plan

• Contractor / Supplier information

• Staff Handbook

• Accreditation