

Checklist for Event Organisers

Updated May 2023

This document has been created to support community groups and those new to event planning.

It offers guidance for individuals or groups to produce safe and well-planned small-scale events.

This is not exhaustive guidance, but rather a tool to assist with event planning. There are links to further guidance on event planning at the end of this document.

The Safety Advisory Group (SAG) provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies.

They are non-statutory bodies and so do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place.

Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

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Quick Guide to Planning your Event(s)

1. [Select Venue](#)
 - Where is your event being held? Please [email](#) your local SAG group to inform them, regardless of the size of event. They will be happy to offer advice and support if needed.
2. [Obtain Contract for Venue](#)
3. [Consider whether Roads of Public Right away will be impacted and inform appropriate agencies](#)
4. [Do you require a Licence for your event](#)
 - [Temporary Event Notice \(TENs\)](#)
 - [Premises](#)
5. [Are you suitably Insured](#)
6. [Have you carried out a Risk Assessment](#)
7. [Have you arranged CQC Registered Medical Cover](#)
8. [Are you using the latest updated Event Management Plan Document template from your Local Authority](#)
9. [Have you got a Site Plan of your event footprint](#)
10. [Have you looked at the latest resources when planning your event?](#)

Venue:

Action

- Confirm a date and venue/site for your event – do this as far in advance as possible to allow for all the stages of event planning, preferably at least 6 months before event date.

Consideration(s)

- If your event is outdoors in a public area you will need to obtain permission and hire the area from us via the [Temporary Event Notice form](#)
- If the land is private, you need to obtain permission from the landowner.
- If your event is indoors you will need to book the venue.

Contract:

Action

- Obtain a contract for the hire of building/use of space/land or site.

Note

- This will give you the security and information relating to your hire conditions.
- If hiring [HDC land](#), please see website for more details or email events@huntingdonshire.gov.uk for more details.

Roads:

Consideration

- Determine if you require a road closure for your event: road closures require at least 12 weeks' notice or determine if there will be any impact to public right of way.

Action

- If you require a road closure, then contact [Cambridgeshire County Council Highways](#)

Licensing

Action

- Estimate how many people you think will attend.
- Up to 500 you may need a [Temporary Event Notice](#) (TEN) – depending on where your event is.
- Over 500 you may need a [Premises Licence](#) – depending on where your event is.

Consideration(s)

- Contact: Licensing@huntingdonshire.gov.uk, to check if you need a TEN – if you do, this needs to be done at least 10 working days prior to the event.
- [Apply for a Temporary Event Notice](#)
- [Premises and club licences](#)

Safety Advisory Group

Consideration

- Determine if your event would like advice from the Safety Advisory Group (SAG).

Action

- Email: SAG@huntingdonshire.gov.uk with the basic outline and details of your event, and they will determine if the event needs to come to the SAG committee.
- Alternatively fill in our [HDC SAG Notification Form](#) on our website.

Notes

They will respond to you to let you know either way and will also be able to provide useful resources to help with your event planning

- Resources to Running Safe Events can be found here.

- a. HSE Guidance on running safe events
- b. The Purple Guide
- c. Guide to Safety at Sport Ground “Green Guide”

Insurance

Action

- All event organisers will require public liability insurance with a limit of indemnity of £5,000,000 per claim. All contractors and performers will also need their own public liability cover.

Consideration

- If you are employing staff or volunteers, you will also need employers' Liability insurance.

Risk Assessing

Action

- Carry out a Risk Assessment for your event - this will be an ongoing, live document that you add to in advance and throughout your event.

Resources

- Managing risk and risk assessment at work
- Getting Started
- Completed Example
- HOT Principles

Medical Provision

Action

- Book Medical Provision for your event and be aware of the latest guidance by following The Purple Guide for best practise.

Consideration(s)

- Getting Medical Provision Cover

- Plan well ahead, as Medical Providers can get booked up well ahead.
- Check that medical providers are CQC Registered, which ensures they are working to best practice.

Planning Document

Action

- Produce a Management Control Document (MCD) or Event Management Plan (EMP) for your event.

Notes

- A template document is available from SAG, please email to request or check that you are working from the latest updated template, as these can change due to legislation and best practice updates. This needs to be version 1.4 for the latest information as of Jan 2023. This can also be downloaded from our website.
- Smaller events will not require such a comprehensive document, but it is useful to read this template as it is thought-provoking when thinking about organising an event and how complex it can be. A simpler version can be devised for smaller events.

Site Plan

Action(s)

- Produce a site venue plan (PDF format preferred).
- Use What3Words to identify entrances, exits and key points within your plan.

Consideration(s)

- For Council sites there are sometimes existing plans of the area available.
- If you are hiring a venue, there are usually floorplans available that you can request and use as a template for your own plan.

Further Sources of Guidance

- [Event Safety Getting Started](#)
- [The East Anglian Festival Network \(EAFN\)](#)
- [Reducing the spread of Respiratory Infections including COVID-19 in the workplace](#)
- [HOT Principles](#)