

HOW TO ORGANISE AN EVENT

As an Event Organiser you are responsible for:

- Informing your local authority of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

We are happy to help with any of the applications forms etc for your event.

	TIMINGS PRIOR	ACTION
Location/Venue	Upto a year	Choose a location or a venue - you then need to contact the relevant land owner or authority who owns the venue
Date	Upto a year	Book a date
Funding	6/12 months	Whether self-funding, grant, sponsorship or donations
Licences	6 months	Need to go through the relevant council
Application	6 months	Application for road closure to TWBC, obtained from Sophie Marsh TWBC, emailed to her and uploaded on Events App

Road Closure application	6 months	Events app on Tunbridge Wells Borough Council with below documents. If planning an event on a big site like the Ball Field, they still like you to do the application even though you are not closing the road. They may contact you either via email or phone for more information about the event and if extra documents/information is needed especially from a medical/fire perspective
Policies	With above application	Public Liability Insurance Risk Assessments Temporary Events Notice (just for stallholders) Event Application Event Management Plan Street Closure Map Traffic Management plan Lost child Form Accident/Incident Form Anti – Terrorism
Bus Companies	At time of application informing, you have applied and then again when approved	Letter/email informing bus companies or date & times of road closure – template with application If during school time, inform local school offices
Sundries	On going	There will always be things that you need to buy for an event, so you need to include an amount into your costings, i.e bollards, tape for road closure, high viz jackets, walkie talkie's, stationery, t shirts, banners etc
Entertainment	6/12 months	Bands, children's entertainment, local dance groups, local choirs etc. completely up to you what type of entertainment you book
Equipment Hire	6/12 months	You need to work out if you need to hire in any equipment for the day ie: marquees, tables, generators etc. – Jubilee Hire (local company)
Toilets	6/12 months	Hire of portable toilets plus a disabled one, at a cost - Four Jays Volunteer to continually clean during the event

First Aid	6/12 months	You will definitely need the presence of a first aid person plus an area where they can treat people, if needed. Local – Medivent, David Beeken, St John’s Ambulance or Wealden Ambulance – all either donations or at a cost The organisation you choose will need to fill in documentation for the application.
Security	6 months	When there are large groups of people attending an event especially when alcohol is included, best to see if you can hire in Security Guards - they come in 2’s and at a cost.
Rubbish Collection	3/6 months	If organising an event on a big field, you can contact TWBC and they will provide bins for your event, which is great. You just need to make sure that all rubbish is collected and put in these bins. Volunteers collecting rubbish, is the answer!
Market Stalls	Advertise and contact about 3 months before	Work out whether you want market stalls to be involved in your event, they do bring folk in and you can charge them for a pitch. Market Stallholders need to have their own insurance and if serving food, they need their food & hygiene certificates, copies seen prior to event. We send out a terms & conditions document prior to the event.
Food & Drink Stalls	As above	Again, if using, stallholders will need to apply for a TENS licence own, and make sure that the food stalls have all appropriate certificates too.
Collection of stall payments	2 months	Either collect on the day, but if a larger event send an invoice to all stallholders with BACS details to collect prior to event.
Fire & Rescue Service Police	2 months	Always seek advice from them before you event If a big event always worth asking for a Police presence too
Volunteers	1-2 months	These events can’t go without your Volunteers, they do so much to help as it’s something you can’t do on your own. Depending on size of event you will need at least 10
Printing	1 month to 6 weeks	Once you have designed your poster/leaflets for your event, there’s printing costs Plus, any photocopying, laminating of documents required for volunteers on the day
Informing residents & businesses	6 weeks	Letter to all residents & businesses informing that road is closed and times
Stallholders etc	1 month	Send out up to date Terms & Conditions and confirmation they wish to attend.
Advertising	1 month	Need to work out how you are going to advertise your event. Social Media is great!

		<p>If you put advertisements in publications, there's always a cost Where you will locate your posters to advertise the event Leaflets, A4 posters, Facebook pages A1/A2 posters top and bottom of High Street, Co-op & White Horse, local shops Adverts in Parish Cake, Kent Messenger, Wealden Ad, KM & WA at a cost</p>
Road Closure Signs	1 week	A1 boards positioned before entrance to Co-op, and by The White Horse, A4 posters put on lamp posts to inform time of road closure for car parking (3 hours prior to start)
Gazebo's & Tables	1 week	Check who has these, and if required borrow some
Site Plan	1 week	Site plan of where all stallholders, food, entertainment will be located and sent to all a week before the event. (it will change right up to the day!)
Volunteers contact details	1 week	Contact details of all volunteers
Meeting with volunteers	1 Week	Go through all the details for the event and where volunteers will be placed and needed throughout
Road Closure leaflets on cars	2/3 days	A4 leaflets on cars windscreens, letting car owners know that the road will be closed, date and time.
Gazebo's	Day before	If required for a big event finding storage for tables & gazebo' for easy access for the following morning
ON THE DAY		
Set up time		At least 2-3 hours to start depending on size Organisers have a site plan of where stallholders etc go
Contractors		Meet on the day, or previous day
Volunteers		Volunteers to help with gazebo's. traffic control, manning top and bottom of High Street if road closed throughout the event or field. Litter picking during the day if required
Paperwork for volunteers	Prepared week before	On the day two folders with : Road Closure approval Lost Child & Accident/Incident Forms Site plan of stallholders etc Running schedule for the day

		List of volunteers contact details Organisers contact details
Schedule for the day		PA system informing people of schedule throughout the day and also, if required for a Band
Toilets		Volunteer keeping clean throughout the event
Clearing up		At the end of the event – you will need to make sure that everything is packed away from the venue. Rubbish is taken away (stallholders take their own) The location/venue is left how you found it.