







Events of all types

Bristol Harbour Festival
Tall Ships Portsmouth
Tall Ships Liverpool
Glasgow River Festival
International Festival of the Sea
Liverpool Boat Show
Glastonbury Festival

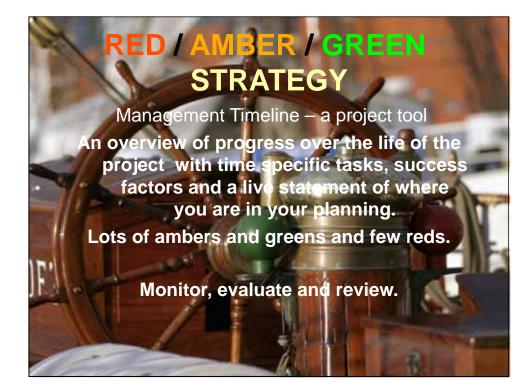




1:Introduction	App
2: Event Personnel	
3: Planning and Management	App
The Build Phase	Cor
The Event phase	App
	<u>Stru</u>
The Breakdown Phase	App
4: Amusements, Attractions and	Sch
Displays	App
5:Transport Management Plan	App
6:Communications	Pro
7: Crowd Management Plan	-
8: Medical, Ambulance and First Ald	App
9: General Incidents	App
10: Major Incidents and Emergency	Nur
Planning	App
11: Marine Incidents	Allo
	<u>Ap</u>
12: Site Security	App
13: Media Management	Sig
14: Missing Persons and Lost Property	App
15: Facilities for People with Special	App
Needs	wel
16: Tollets/Refuse/Waste	
17: Insurance	App
The second s	

pendix 1. Site Plans pendix 2. Documents held at Event ntrol pendix 3. Event Management Team <u>ucture</u> pendix 4. Provisional Production hedule pendix 5. Maritime Risk Assessment pendix 6. Event day to day <u>ogramme</u> pendix 7. Radio Channel Allocation pendix 8: Contact Telephone mbers pendix 9: Security and Steward ocations pendix 10: Accident Report Form pendix 11. Risk Assessment and <u>in-off forms</u> pendix 12: Exhibitor Information pendix 13. Medical and Voluntary Ifare provision pendix 14. Initial Distribution List





SAN	IPLE M	ANAGEMENT T	IMELINE										
Activity Details					REM	ĸ	ey						
					Report	Cont-acts			Scorecard Calculator				
Serial	Level	Type 1 - Category 2 - Activity 3 - SubActivity 4 - Deliverable 5 - Milestone 6 - Action	Name	Descrip-tion	Report level 1=SO2 2=SO1 3=Dir 4=DG	Project Manager Report Insert date of update	R E M	T B C	Planned End Date	Confidence factor to finish on time 1=Low 2=Med 3=High	Imminence of Due Date 1=>4 wks 2=2-4 wks 3=<2 wks 4=overdue	Complete 1=yes	Status 1=Red 2=Amber 3=Green
	1	Category											
	2	Activity	SENIOR MANAGEMENT		2+		MR			2	2		
	3	Sub-Activity	Major Incident Plan	In conjunct- ion with emergency services	2+		MR						
	3	Sub-Activity	Communications Plan	Ensure connectivity throughout event	2+		MR			2	2		
	3	Sub-Activity	Medical & Welfare Plan	To meet statutory obligations & contract- ual require - ments	2+		MR			1	2		
			PR and Media Plan		2+		NW			1	2	1	
			VIP arrangements Plan		2+								
			Health & Safety Plan		2+		MR			2	2	2	
	2	Activity	Event Control Organisation		2+		MR						
	3	Sub-Activity	Identify location		2+		MR			3	1	1	
	3	Sub-Activity	Resource	Identify manning etc	2+		MR						

DELIVERY is a balance between creativity and practicality.

SUCCESS is often governed by ambition, the need for long term financial planning and minimising the risks.





The importance of a creative and happy staff Alow them to develop ideas Give them ownership and freedom Show honesty and integrity at all times Say thank you and remind them what "good" is Depend on them Reward them Return to them for the next event

