

Event Management Plan

Part 1: Event Management and Delivery

Eclipse Standard Practices

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1 Introduction

This document is provided to give an overview of all standard operations of Eclipse at events. This is intended as an overview only, and should not be viewed as a replacement for the event specific advice and information.

Each event is delivered as a complete package at each venue by the Event Organisers, with pre-rig, operate as a live event and de-rig normally within a specified time period. Refer to the event specific document for the event schedule and detailed timings.

This document is structured in several parts:

Part 1 - Event Management and Delivery

Part 2 - Customer Safety Management Plan

Part 3 - Site Safety Management Plan

Event Specific Management Plan

If there are any questions that arise as a result of the understanding of this document, please contact The Eclipse Office on 01473 527527

1.1 Event Organisers

Each event will have a dedicated organising team, part of that team will be Eclipse Sound and Light Ltd.

Eclipse sound and Light Ltd has been trading since 2003, providing Staging, Sound, Lighting, Video and power to the events industry. In 2014 Eclipse branched out to supplying mobile Bars for Events and Festivals and since 2016 Eclipse has been supplying event management and production services.

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1.2 Our Aim

We aim to provide a safe, clean and friendly environment within a stylish and professional setting and for the provided entertainment to be amusing, appealing, uplifting and fun.

1.3 Entertainment

1.3.1 Music Stages

Details of the music stages schedules will be in the event specific management plan. The stages will be installed by Eclipse and all documents can be found via the event portal on the eclipseuk.co.uk website, the exact address will be in the event specific plan and you will require a password which is available on request.

1.3.2 Children's Entertainment

Details of any Children's entertainment will be found in the event specific plan. Where outside contractors are used we will require DBS checks and insurances.

Details of the suppliers and their risk assessments can be found via the event portal on the eclipseuk.co.uk website, the exact address will be in the event specific plan and you will require a password which is available on request.

1.3.3 Bar

The bar will be overseen by a personal license holder and will ensure all licensing objectives related to the sale of alcohol are followed. Eclipse operates a Challenge 25 campaign. All bar staff will be given an induction on the morning of each day, they will be required to sign to say they understand what they are required to do from asking for ID to serving drinks.

The bar will be contained in its own structure with alcohol and drinks storage within the back bar area. The back bar area will be fenced off with no public access.

The risk assessment for the bar is available via the event portal on the eclipseuk.co.uk website, the exact address will be in the event specific plan and you will require a password which is available on request.

1.4 Event Locations

A description of the Venue and its location can be found in the event specific plan section 1.5

2 Event management Roles and responsibility

2.1 Key Contacts

A list of Key contacts for the event will be available in the event specific plan Section

2.2 Responsibilities.

All staff has a common duty to assist with the development of and work within the rules and guidelines of the Event Safety Management Plan and make every effort to uphold any licensing objectives.

Outside Contractors/Suppliers: Must complete a contractor appraisal questionnaire before being contracted for the event.

They must provide a project specific method statement and risk assessment for the proposed activities on site.

Contractor Staff must attend a site induction prior to commencing work on site.

2.3 Event Control

An Event Control team will be nominated prior to the event. All members of the team will be capable of performing and delivering the functions required ensuring the safe running of the event. The team will consist of the event organisers, Site manager, Health and safety manager and the security manager. The event Control team will be detailed in the Event specific plan in section 2.2

2.4 Police

It is accepted that our events should, whenever possible, be capable of being carried through without the need for police assistance. It is accepted that the police will be involved in the scrutiny of the planning individually, or as part of meetings held by the venue hosts where minutes are recorded.

It is also accepted that the assessment of the need for police attendance and action will be principally based on the need to discharge the police service's core responsibilities which are as follows: -

- Prevention and detection of crime.
- Preventing or stopping breaches of the peace.
- Traffic regulation (within the legal powers provided by statute.)

- Activation of a contingency plans where there is an immediate threat to life and co-ordination of resulting emergency service activities and will be proportionate to the assessment of risks posed by the event.
- Normally police involvement will be restricted to these core areas of responsibility.

Lawful traffic management, private stewarding and volunteer marshalling are the recognised way in which events are supported. This however does not preclude any local arrangements between police and Eclipse.

All emergency services should therefore make first contact with the Site Manager through Event Control.

A comprehensive list of all contact telephones numbers will be posted in the Event Control.

2.5 Security

Crowd Management personnel will be provided by an SIA approved supplier under the supervision of the events security manager. All personnel are to be SIA accredited.

The role of **the security manager is** to ensure the stewards are conducting themselves in the correct manner and to guide and give help where required. The manager should keep open chains of communication between all stewards and Event Control and to record and report incidents as they occur. they will also help with the management of the event goes and ensure the integrity of the site is maintained at all times and give aid where required to the organisers.

The role of the **Safety Steward is** to look after the external perimeter of the event site, the internal site, any back stage and children's areas. They will keep pathways clear when required and to help stop congestion or people build up in specific areas. They are to liaise with the event security manager and give aid to the organisers if called upon to do so.

3. Facilities Procedures and Equipment.

Each event is put together in a very modular fashion, and due to the nature of some of the specialist services that the events require to take place, much of this is delegated to contractors working under the event organisers' direction.

3.1 Accreditation – T-shirts, passes

The event organisers will be providing and running a full schedule of accreditation and access protocols for staff and individuals working on (or with the event) both in and around the event sites.

Accreditation will be issued to

Management staff, technical crew and official contractors will be issued with accreditation at Event Control on arrival at the event site.

3.1.1 Personal accreditation

Accreditation T-shirts are as follows:

- Technical Crew – Eclipse branded t-shirts (black)
- Bar Staff – Bar branded Polo Shirts or T-shirts
- Stewards – SIA ID Badge and company branding
- Volunteers – Event t-shirts or Lanyards

3.2 Facilities

3.2.1 Radio Communication

The event organiser will be putting into place for use on the event day a full radio communications network for the management of the event. Radios will be issued with batteries, radio kit and a hands free kit (either earpiece or headset.)

A full radio communications plan is shown in EMP2.

3.3 Procedures and Equipment

Under the direction of the technical and safety management team, the following are installed by the events "Technical Crew".

3.3.1 Signage

The main entrance will be clearly identified by large banners and at peak times stewards will pre-greet members of the public and inform them of the entry process.

The event website and social media channels will carry full ticketing, scheduling and any event guidance and terms and conditions.

For Public Information prior to and during there will be an Event contact Number will be published on the event website as an emergency contact number.

The event site itself will have informational, directional and destination signage.

The event organiser will install signage for the event. This will include:

- Directional signs to the event
- Directional signs inside the event

- Toilet signage
- Exit signage
- First aid signs
- Welfare signs

These are clear signs reading the event name with a directional white arrow and clear information when required. These will be fixed using zip ties to street furniture on the morning of the event by the event staff and removed during the de-rig period, if no street furniture is available they will be fixed to wooden stakes and also installed in the morning.

Example below:



3.3.2 Stages and structure documents

These structures will be constructed by trained and experienced crew in the time allotted in the event schedule. Full details of these structures including technical specification, weight loadings and wind calculations are available via the event portal on the eclipseuk.co.uk website, the exact address will be in the event specific plan and you will require a password which is available on request.

3.3.3 Fencing

The fencing will be erected by trained and experienced crew in the time allotted in the event schedule. Full details of these structures including technical specification, weight loadings and wind calculations are available via the event portal on the eclipseuk.co.uk website, the exact address will be in the event specific plan and you will require a password which is available on request.

3.3.4 Tents, Gazebos and Marquees

As part of the Events, the Event Organisers will install a certain number of tented structures. These will be used for Bar Areas, Children's Entertainment Areas and site structures

There will be a number of gazebos, tents and marquees set up at the nearly festival. These will all be secured and ballasted as per the manufactures guidelines. Throughout the build and on the day the site manager will continue to check the wind speeds in accordance with the manufacturing guidelines using a anemometer. If the speeds reach 56km/hr then either additional ballast will be put or the gazebos will be dismantled.

Full details of these structures including technical specification, weight loadings and wind calculations are available via the event portal on the eclipseuk.co.uk website, the exact address will be in the event specific plan and you will require a password which is available on request.

3.3.5 Pre-rig Procedures

Each event follows a very similar schedule of operation, the precise schedule for the production of the event can be found in each event specific management plan.

3.3.6 Inflatables

Any inflatables will be sourced from a reputable supplier with valid public liability and adips / Pipa tested equipment. Copies of the companies documents will be available via the event portal on the eclipseuk.co.uk website, the exact address will be in the event specific plan and you will require a password which is available on request.

4 Actual Event

4.1 Sound check / Equipment check

Sound System set up shall be such that extreme proximity to speaker systems is limited and hearing protection zones will be established where exposure is likely to be above exposure limits.

Hearing protection will be made available to staff who are assessed to be in excess of noise exposure limits or who request it.

There will be a Decibel Meter on site located at the Front of House Control point for the stage, this enables the engineer controlling the sound levels a visual indication of the volume of sound. The limit of the stage will be set during sound checking with an event organiser located at the nearest noise sensitive premises using a second Decibel Meter relaying the results to the F.O.H. Sound Engineer. Using this method enables us constant monitoring of the music noise by the sound engineer.

5 Post event activity

5.1 derig procedures

Each event is a complete turn-key operation, Full details of the process of break-down will be available as part of the event specific management plans.