

## Event Management Plan

### Part 1: Event Management and Delivery

#### Out Out Festival

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| Project Name   | Out Out in the Park                                    |
| Company        | OutOut Events Ltd                                      |
| Document Title | Event Management Plan 1: Event Management and Delivery |
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| Prepared By    | Andy Collins   |
|                | Signed _____ Date: _____                               |



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## 1 Introduction

This Document is provided to give an overview of all operations of the festival. This document is accompanied by OutOut in the park 2021 EMP.

OutOut in the park 2021 EMP will provide detailed timings and the event schedule for the event.

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**

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

### 1.1 Event Organisers

OutOut Events Ltd is the company organising OutOut in the Park. OutOut have Teamed up With Eclipse Sound and Light Ltd. to Deliver the event. Eclipse's roll will be to manage the site and production of the event which will enable OutOut Events to concentrate on the marketing and content of the event. Although this will be the first year of OutOut events as a company the team behind OutOut have been working in the events industry for over 12 years. Eclipse have been operating since 2003 providing production and event organisation for many major events during this time.

OutOut Events LTD

93 Bagge Road

Gaywood

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PE30 4NL

## **1.2 OutOut in the Park**

The Festival is held over one weekend. It is a dance event with multiple areas. The event is aimed at adults aged from early 30's upwards.

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.

Facilities provided will include a Multiple Stages, Bars and Catering Outlets.

## **1.3 Entertainment**

### **1.3.1 Main Stage**

The Main stage will be home to some of the country's former top 40 chart recording artistes. The sound, stage and lighting will be supplied and managed by Eclipse Sound and Light Ltd. Details of the setup, running of the stage and risk assessments are available via the following portal [www.eclipseuk.co.uk/sag](http://www.eclipseuk.co.uk/sag) and you will require a password which is available on request.

### **1.3.2 Stage Two**

Stage two will be home to local Acts. The sound, stage and lighting will be supplied and managed by Eclipse Sound and Light Ltd. Details of the setup, running of the stage and risk assessments are available via the following portal [www.eclipseuk.co.uk/sag](http://www.eclipseuk.co.uk/sag) and you will require a password which is available on request.

### **1.3.3 Bars**

The bars will be overseen by John Collins, who has a personal license and will ensure all licensing objectives related to the sale of alcohol are followed.

Orders will be made via our website and delivered to the customers car. The delivery driver will need to check ID operating a challenge 25 policy. The online ordering system limits the customer to how many drinks they can order each time. The delivery driver / barman will have rights of refusal of service.

The risk assessment for the bar is available via the following portal [www.eclipseuk.co.uk/sag](http://www.eclipseuk.co.uk/sag) and you will require a password which is available on request.

### **1.3.4 VIP Area**

The VIP Area will have its own Bar with its own Stage production. This area will be an extra option to purchase prior to the event and it will have limited tickets.

## 2 Event management Roles and responsibility

### 2.1 Key Contacts

| Name                         | role  | responsibilities   | Company                 | Contact      |
|------------------------------|---|--|-------------------------|--------------|
| Scott Berry                  | Management Team                                     | Overall Organisational Responsibility.<br>Band negotiation, Artist Hospitality, Commercial Relationships.  | OutOut Events           |              |
| Andy Collins                 | Management Team                                     | Overall Organisational Responsibility. Staff Recruitment.<br>Responsible for the delivery of Health and Safety matters.<br>Transport and logistics.<br>Site manager. | Eclipse Sound and Light | 07718 160870 |
|                              |   |  |                         |              |
| Aimiee Morris-Sanders<br>TBC | Welfare advisor (lost Children & vulnerable adults) | To deal with any missing and found children and vulnerable adults  | OutOut Events           | 07793 744536 |
|                              |   | <u>Suppliers</u>   |                         |              |
| Gordon Evans                 | Security Manager                                    | Coordinating Stewards  | Zed Security            | 07801 357224 |
| John Collins                 | Bars Manager  | Organising bar.<br>Bar Staff<br>Licensing objectives   | Eclipse Bars            | 07916 008553 |
| Steve Bain                   | Stage Manager                                       | Overseeing stage & sound. Control of access onto stage   | Eclipse Sound and Light | 07941 901124 |
| TBA                          | First Aid   | To supply the first aid at the event   | ZED Medical             | 01206 588165 |

### 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.

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

Event Control will be populated with the festival team all capable of performing and delivering the functions required ensuring the safe running of the event. The following representative will have access to Event control at all times and they will be **Andy Collins, Scott Berry and Gordon Evans**.

### 2.4 Police

It is accepted that this event 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 recognized way in which events are supported. This however does not preclude any local arrangements between police and The OutOut Festival.

All emergency services should therefore make first contact with **Andy Collins** 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 Zed Security under the supervision and deployment of Gordon Evans. All personnel are SIA accredited.

The role of Gordon Evans is to ensure the stewards are conducting themselves in the correct manner and to guide and give help where required. Gordon will keep open chains of communication between all stewards and Event Control and to record and report incidents as they occur. He will also help with the management of the festival goers and ensure the integrity of the site is maintained at all times and give aid where required to the organizers.

The role of the **Safety Steward is** to look after the external perimeter of the festival site, the internal site, back stage and funfair area. They will keep pathways clear when required and to help stop congestion or festival goer build up in specific areas. They are to liaise with Gordon Evans and give aid to the organizers if called upon to do so.

## 3. Facilities Procedures and Equipment.

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

### 3.1 Accreditation – Hi-Vis, 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 are as follows:

- Technical Crew – Eclipse branded (blue)
- Bar Staff – Bar uniform
- Stewards & Security – SIA ID Badge and company branded hi vis
- Festival Staff – Orange Hi-Vis 'STAFF' written on back
- Volunteers – Yellow Hi-Vis 'VOLUNTEER' written on back

## 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 Festival's "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 Phone 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 festival. This will include:

- Directional signs to the event
- Directional signs inside the event
- Toilet signage
- Exit signage
- First aid signs
- Welfare signs

These are signs reading OutOut with a directional arrow and clear information when required. These will be fixed using zip ties to street furniture on the morning of the event by the festival 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.



### **3.3.2 Main Stage, 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 following portal [www.eclipseuk.co.uk/sag](http://www.eclipseuk.co.uk/sag) 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 and wind calculations are available via the following portal [www.eclipseuk.co.uk/sag](http://www.eclipseuk.co.uk/sag) and you will require a password which is available on request

### **3.3.4 Tents, Gazebos and Marquees**

As part of the OutOut Event, the Event Organisers will install a small number of tented structures.

There will be a minimal number of gazebos, tents and marquees set up at the festival. These will all be secured and ballasted as per the manufactures guidelines. Throughout the build and on the day Eclipse Sound and Light Ltd 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 and wind calculations are available via the following portal [www.eclipseuk.co.uk/sag](http://www.eclipseuk.co.uk/sag) and you will require a password which is available on request

### **3.3.5 Pre-rig Procedures**

The precise schedule for the production can be found in the OutOut in the Park 2021 EMP

## **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 Sound Level 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 Sound level 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.

See Noise management plan for full details / information.

## **5 Post event activity**

### **5.1 derig procedures**

The precise schedule for the production can be found in the OutOut in the Park 2021 EMP