Appendix

11

Event Plan Template

Event Plan Template

The first page of the plan must include the title of the event and the dates and times of the event; this is followed by the following headings:

Event Title

Dates and Times

Name of Club

1.0 Event Summary

1.1 Event Details

Name of event:

Dates/times of event:

Name of club running the event:

Type of event:

Description of event:

Event venue:

Brief profile of event participants:

Expected number of event participants and spectators:

2.0 Event Key People

2.1 Event Organising Committee

List the contact details of the event organising committee members and their roles relating to event organisation/ planning:

2.2 Event Day Key Contacts

List the contact details of the key event day volunteers/organisers, outline what their roles will be on the day/s of the event:

2.3 Event Liaisons

List the contact details of the key event liaisons e.g. suppliers, venue bookings manager, officials, NGB etc.

2.4   Event Participants

Provide a profile of the event participants:

Will any participants be under 18 years of age:

If yes, you are required to get written parental consent for these participants (See step 17 of Section 10; Guide to Hosting an Event) and complete section 3.17.

3.0   Event Logistics

3.1   Details of Facilities & Services Booked

Outline what facilities you have booked, include dates and times:

Outline what services you have booked:

Outline details of any equipment you are borrowing:

Please include a copy of any written agreement for venue hire or for any borrowed equipment, please also include evidence of insurance for same.

3.2   Event Set-Up Arrangements

Provide a running order (include start and finish times) of what set-up involves and where it will take place. Outline who is responsible for each aspect of set up and include a hall/pitch layout map (see appendix A)]. Use the template below and add more rows if necessary.

Start/Finish Time	Details	Location

3.3   Running Order of events

[See step 23 of section 10; Guide to Hosting an Event]

3.4   Event Takedown Arrangements

[Include a running order (include start and finish times) of what take down involves and where it will take place. Outline who is responsible for the take down, see step 15 of section 10; Guide to Hosting an Event]. Use the template below and add more rows if necessary.

Start/Finish Time	Details	Location

3.5   Registration Information

Where will registration take place:

Will registration include any cash handling:

If yes, how much do you expect to take in, where will it be stored/ when lodged to bank:

Do participants complete an entry form:

If anyone under the age of 18 years is participating will you have gained written parental consent for each of them prior to participation:

If your sport is a higher risk sport have you included a waiver (See step 10 of section 10; Guide to Hosting an Event) as part of your entry form:

3.6   Officiating

Are you using officials for your event e.g. referees:

Are these officials appropriately qualified:

If not, on what basis are they acting as an official:

Does your event follow the rules of your NGB:

3.7   Officiating

[If applicable, include the fixtures schedule for matches/games].

3.8   Details of any Catering Provision

Is catering being provided for the event:

If yes;

Provide details of what catering is being provided:

Who is providing the catering and submit a copy of their insurance:

Where will this catering be served/consumed:

3.9   Transport

What modes of transport do you expect participants/spectators to use:

How many of each mode do you expect at the event:

Have you sent a commuting guide to UCD to participants:

3.10   Eligibility and Accreditation System (If required)

Do the event participants have to prove competency to participate in the event or to compete at a specific level within the event:

If yes, how is this checked and who is responsible for checking this:

If no, how is their level of competition/participation categorised:

Is there an accreditation system in place for the event:

3.11   Communication Plan

How will you communicate between committee members during the event:

How will you communicate to event participants during the event:

Will music be played on a PA system during the event:

If yes, confirm that it will be played at an appropriate:

Will you be using a microphone during the event:

Any health and safety information pertaining to the above must be included in section 3.16

3.12   Photography and Filming

Will the club be taking photographs or filming during the event:

If yes, outline the purpose of this:

How have you informed participants that photographs and filming will take place:

Ensure a "Permission to Film" form is completed. See step 18 of Section 10; Guide to Hosting an Event & form located at the end of this template].

3.13　Sponsorship/Advertising

Include details of any sponsorship/advertising for the event:

Are any "goodie bags" or "freebies" been given out during the event, if so please confirm what these include:

If you are erecting any signage relating to sponsorship/advertising please outline the size, material used, how it will be secured and the location of this signage:

3.14　Waste Management

If required, have you requested additional bins:

Will you be making announcements regularly to ensure participants/spectators are using the bins provided:

3.15　Contingency Plan

Outline all contingency plans below (See step 20 of Section 10; Guide to Hosting an Event):

Outline your cancellation criteria:

Outline your cancellation procedure:

3.16   Health and Safety Information

What provision has been made for first aid:

What is the procedure for reporting an accident/incident that occurs during the event:

Outline what the emergency procedures are for the event (Medical, fire, extreme environmental conditions, evacuations etc)

(Please note water based sports must have procedures for both on and off the water)

What safety procedures, checks and rules will be in place:

What security measures are in place for the event:

What is your capacity in relation to participants: and spectators:

If applicable, what plans are in place for traffic management:

Can you confirm that alcohol will not be consumed at the event, how will this be policed:

Risk Assessment

Complete the risk assessment (below) specific to your event (add additional risks where necessary):

Risk 1

Identify the risk:

Control measures in place:

Risk Level:

Risk 2

Identify the risk:

Control measures in place:

Risk Level:

Risk 3

Identify the risk:

Control measures in place:

Risk Level:

Risk 4

Identify the risk:

Control measures in place:

Risk Level:

Covid-19 Risk Assessment

Complete the Covid-19 risk assessment (below) specific to your event, see step 17 of Guide (add additional risks where necessary):

Covid-19 Risk 1

Identify the risk:

Control measures in place:

Risk Level:

Covid-19 Risk 2

Identify the risk:

Control measures in place:

Risk Level:

Covid-19 Risk 3

Identify the risk:

Control measures in place:

Risk Level:

Covid-19 Risk 4

Identify the risk:

Control measures in place:

Risk Level:

(Add more Risks where Required)

3.17   Child Safeguarding Risk Assessment (MUST be completed if U18 are participating)

Will any of the event participants be under 18 years of age:

If **no**, you can skip this section.

If **yes**, please include the following information:

Name of clubs' children's officer:

Will the clubs' children's officer act in their role and be present during the event:

Will the club be getting signed parental consent for those event participants who are under 18 years of age:

Please complete the following child safeguarding risk assessment for your event (add additional risks where necessary):

Risk 1

Identify the risk:

Control measures in place:

Risk Level:

Risk 2

Identify the risk:

Control measures in place:

Risk Level:

Risk 3

Identify the risk:

Control measures in place:

Risk Level:

Risk 4

Identify the risk:

Control measures in place:

Risk Level:

3.18   VIP's

Will any VIP's be attending the event:

If yes, please provide details of this person:

[For example name, title, security arrangements (If any) estimated time of arrival, location of where they will spectate or any role they will play in the event, how they will arrive and what entrance to UCD sport they will use, who will meet them when they arrive etc].

4.0   Appendices

The appendices of the event plan should include:

Appendix A: A Comprehensive Map of Event Area

[Identify some or all of the following on the map; traffic flow, Access/egress routes for players/spectators, first aid point, court/pitch layout, exits, marshals, registration area, catering etc. (See steps 15 and 17 of Section 10; Guide to Hosting an Event)].

Appendix B: Insurance Information (If required)

[e.g. copy of insurance certificate]

Appendix C: Event Budget

[include a predicted income and expenditure budget for the event, see Guide; Step 5]

Appendix D: Charity Letter

[when the event is being run as a charity event you are required to provide a letter from the charity acknowledging that you are running the event in aid of this charity]

Appendix A: A Comprehensive Map of Event Area

If you are running your event in UCD Sport Facilities include the evacuation procedure below:

Evacuation Plan of UCD Sport Indoor Facilities

UCD SPORTS CENTRE

Fire Safety Notice - If you hear the fire Alarm

1. Do not panic, but prepare to leave the building.

2. The alarm will sound continuously; leave the building immediately in an orderly fashion using the nearest exit.

3. Classes in session must be dismissed and students directed to leave.

4. Do not use the lifts.

5. Do not go back to your working area for any reason.

6. If for any reason you are unable to leave the building make your way to a protected stairwell or a room with an external window and shut the door. If possible inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.

7. If safe to do so nominated fire marshals should inspect their designated areas.

8. Proceed to the nearest emergency assembly area to your point of departure from the building. The assembly areas for the Sports Centre Building is:

   » Side of Building: Bus Stop Between UCD Sport and Car park

   » Rear of Building: SLLS Car park

9. Report any knowledge you may have of missing or injured persons to a Fire Marshal / Services Personnel.

10. Return to the building only after the *Chief Fire Marshal* / Services Personnel has given the all clear signal.

If you observe a fire

1. Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building.

2. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.

3. If you decide to fight a fire ensure that you have a safe and clear means of escape from the fire at all times.

4. In the event that you cannot fight the fire or the fire begins to get out of control, evacuate the area immediately.

If your event is taking place in UCD Sport Facilities then you must complete the Permission to Film form below for any photography and filming that you are requesting to do within UCD Sports Facilities. Include this within your event plan along with a copy of the student ID card.

Permission to Film Form

Application for Permission to Film at UCD Sports Facilities
(attach a copy of insurance details)

Name of Applicant:

Company:

Contact Tel. No.:

Address:

Proposed area (s) of filming/ photography:

Number of people involved:

Insurance Company name:

Insurance Policy Number

Date & time requested to film:

Purpose for which film will be used:

I, _____, hereby apply for permission to film / photograph on the

_____(for the purpose outlined above. I understand that should permission be granted I may only film/ photograph in the area (s) agreed and on the approved time and date. I will ensure that permission is granted from any person (s) featured in said film / photo and that UCD is not identifiable in said film / photo. Furthermore, I will pay in full any charges which may be applied by the UCD Sport.

Signed: Date: