



EVENT PLANNING GUIDE

Illogan Parish Council organises regular and one-off events for the benefit of the community.

Annual events held by Illogan Parish Council include Illogan Fun Day, the Christmas Lights Switch On Events, and Illogan Remembrance Parade.

The Council work with many other organisations to help deliver the events and make them a success.

Planning an event

Key things to consider	
The location (venue/site)	<ul style="list-style-type: none"> The choice of location will determine what specific hazards are likely to be present and inform decision-making about risk management on a range of issues
Event activities	<ul style="list-style-type: none"> The type of event activities will determine the health and safety risks involved
Audience profile	<ul style="list-style-type: none"> The activity will determine the type of people who come and their expectation of the event. Establishing an audience profile will lead to predictions regarding anticipated behaviour and indicate where particular risks may arise The audience profile will inform decisions on various issues, including the type of construction required, welfare facilities and stewarding
Crowd numbers	<ul style="list-style-type: none"> The number of people expected to attend will affect the resources and facilities required, from basics such as toilets and parking through to determining whether special arrangements are needed for medical services and waste management How do you propose to understand how many people are coming to your event?
Length and timing of event	<ul style="list-style-type: none"> Consider how long the event will last, plus the time of day and time of year What other events are happening locally at the same time?
Access	<ul style="list-style-type: none"> Access to and around the site will require careful planning to reduce the likelihood of overcrowding and any potential risk of crushing. You will also need to plan how people arrive and leave your event in terms of transportation
Infrastructure	<ul style="list-style-type: none"> The type and scale of the event will determine what resources are needed to allow safe enjoyment, e.g. availability of a safe electrical supply. Planning for this will be required at the outset

For annual and repeating events, the Community Events Committee will revisit the debrief from the previous year and take any issues or comments into consideration.

The Clerk will complete a risk assessment for each event.



The Clerk will complete all paperwork necessary for the applications for road closures or any required licences.

The Clerk will seek independent advice if required.

Managing the Phases of an Event	
The 'planning phase'	<ul style="list-style-type: none"> Plan the venue design, select competent workers, select contractors and subcontractors etc.
The build-up and load-in	<ul style="list-style-type: none"> Plan for the safe delivery and installation of equipment and services that will be used at the event e.g., construction of the stages, marquees and fencing, erection of stage equipment used by the performers, lighting and public address (PA) systems etc. Where possible, establishing a site perimeter should be the first action to prevent unauthorised access to the work area.
The live event or public phase	<ul style="list-style-type: none"> Plan effective strategies for crowd management and transport management Plan how to deal with fire, first aid, contingencies, and major incidents. Plan for the servicing of facilities and supporting services
The breakdown and load-out	<ul style="list-style-type: none"> Plan for the safe removal of structure, equipment and services, the collection of rubbish or waste and the eventual return of the site to its original use.
Debrief	<ul style="list-style-type: none"> Arrange to receive debrief notes from key people. Debrief meeting both internally, with contractors etc

Contacting Entertainers, Suppliers etc

All enquiries to entertainers, suppliers etc must be made through Illogan Parish Council's Office unless agreed by the Community Events Committee and specified in the minutes. Committee members can investigate options and provide the details to the Council Office to make contact.

If the entertainer, supplier etc is known to a committee member they must make this known and whether they have an interest.

If a committee member is specifically tasked during a Committee meeting to make contact with a supplier, they must copy the Council Office into all correspondence (enquiries@illoganparishcouncil.gov.uk). All communications should be by email or if by phone they should be followed up with an email to clarify the information provided.

Contact needs to be made promptly with the information available to circulate to committee members with the agendas a week before the date of the meeting.

Community Events Committee Meetings

A report will be draft by the Council Officers detailing all stages of the event planning process. All information will be included within the report and any appropriate supporting documentation included.



Council Officers will provide regular updates on the expenditure for individual events as well as an overview of the total budgets that the Community Events Committee is responsible for.

Review Date:	Reviewed By:	Amendments	Minute Number
24.04.24	Governance Review Committee	<ul style="list-style-type: none"> Page 1 – 2nd paragraph – amend to read 'Annual events held by Illogan Parish Council include Illogan Fun Day, the Christmas Lights Switch On Events, and Illogan Remembrance Parade.' Page 1 – 3rd paragraph – amend to read 'The Council work with many other organisations to help deliver the events and make them a success.' 	GR24/04/21.2
09.04.25	Governance Review Committee	<ul style="list-style-type: none"> Page 1 – 2nd row of table – delete '(see Chapter 3)' Page 1 – delete 'The Purple Guide will be consulted.' Page 2 – Community Events Committee Meetings – 1st paragraph – amend to read 'A report will be draft by the Council Officers detailing ...' Page 3 – 1st paragraph – amend to read 'Council Officers will provide ...' 	GR25/02/21.2