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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

Location (venue/site)

The location of an event determines what kinds of hazards are likely to be present. This directly influences risk management decisions across many areas, such as safety planning, emergency procedures, and site design.

Event activities

The type of activities taking place at the event will determine the level and nature of health and safety risks. Different activities bring different hazards, so planning must reflect what will actually happen on site.

Audience profile

The type of audience expected affects both behaviour and expectations. Understanding who is attending helps predict how people may act and where risks might occur. It also influences key planning decisions such as:

- Type of temporary structures needed
- Welfare facilities (e.g. toilets, seating, water access)

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- Number and placement of stewards or security staff

Crowd numbers

The expected number of attendees affects how much infrastructure and how many resources are needed. This includes basic facilities like toilets and parking, as well as more complex arrangements such as medical support and waste management.

It is also important to consider how you will estimate or measure attendance numbers before and during the event.

Length and timing of event

You need to consider how long the event will last, as well as the time of day and time of year. These factors can affect safety, staffing, lighting, weather risks, and crowd behaviour. It is also important to check whether other local events are happening at the same time, as this may affect travel, congestion, and emergency services.

Access

Careful planning is required for how people enter, move around, and leave the site. Poor access management can lead to overcrowding and increase the risk of crushing incidents. Transport planning is also essential to manage arrival and departure safely.

Infrastructure

The size and type of event will determine what infrastructure is needed to support safe operation. This may include electricity supply, water, temporary structures, and communication systems. All infrastructure requirements should be planned from the very beginning of the event planning process.

Annual and Repeating Events

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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.

Administration

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

During the planning phase, the focus is on preparing everything needed for the event to run safely and effectively. This includes planning the venue design, selecting competent workers, and choosing appropriate contractors and subcontractors.

The build-up and load-in phase

This phase involves the safe delivery, construction, and installation of all equipment and services required for the event. This may include building stages, marquees, and fencing, as well as setting up stage equipment for performers, lighting systems, and public address (PA) systems.

Where possible, the first priority should be establishing a secure site perimeter to prevent unauthorised access to the working area.

The live event or public phase



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During the event itself, careful planning is needed to manage the crowd and transport effectively. This also includes preparing for emergencies such as fire, medical incidents, or major disruptions.

In addition, organisers must ensure that all facilities and supporting services are properly maintained and serviced throughout the event.

The breakdown and load-out phase

After the event, planning focuses on the safe removal of all structures, equipment, and services. This includes clearing rubbish and waste and ensuring the site is returned to its original condition.

Debrief

Finally, debriefing involves collecting feedback and notes from key personnel. This includes holding internal meetings as well as discussions with contractors and other stakeholders to review what went well and what could be improved.

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.



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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.

Reviewed – for Office use only

Review Date: 24.04.24.

Reviewed By: Governance Review Committee.

Amendments: 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.'

Minute Number: GR24/04/21.2.

Review Date: 09.04.25.

Reviewed By: Governance Review Committee.

Amendments: 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 ...'

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Adopted: 30.10.23

Minute No: GR23/10/9.2



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Minute Number: GR25/02/21.2.

Review Date: 29.04.26.

Reviewed By: Governance Review Committee.

Amendments: None.

Minute Number: GR26/04/23.2.