

## **Event Management Plan & Programme of Events**

### **About the event**

The Event name is Gin in the Park we would love to bring a Garden Party style Gin event to the Park because it is a beautiful space and fits our name perfectly – we will provide educational classes, provide experts, talks, exhibitors and a wide selection of hand picked and unusual gins. We will also offer a bottle shop for gin to be taken home as the selection we provide you cannot always buy as a member of the public.

We take great pride in our professionalism and event management and organisation skills and can provide multiple references from other towns with various venues if required.

We are self-sufficient and will provide everything that we need, and we appreciate the venue and space and will ensure this is preserved.

I also worked on a Gin event in the same place last year and we had amazing feedback, no complaints and thoroughly enjoyed working on it – we followed up with the council services we used (events & refuse) to check everything and we had good feedback.

### **Roles – Management Team**

Nikki England – Production & Event Manager - Personal license & First aid trained.

Harry Clark – Assistant Manager & Staff Manager - Personal license held

Clint Stephenson – Site Manager - Personal license held

### **Accessibility**

The space is flat and allows access for people with disabilities, we will also provide a disabled toilet facility. We have accommodated deaf people at our event in the past and will ensure all staff are briefed and aware of anyone who may need additional assistance.

### **Event attractions**

We will have 4 bars, up to 8 exhibitor stalls, 2 food concessions. We have full documentation, risk assessment and PAT testing certificates for all of our equipment.

The stage will be set up professionally by an external company that we have a brilliant relationship with – they will also be monitoring the noise however we do not expect to receive any complaints regarding this due to the volume of our music and timings.

### **Noise Management**

We have a separate noise management plan – however we anticipate to have no issues with noise as the music is not the focal part of the event & is mainly background with no more than 2 people singing and any one time with guitars being the only instrument used. The stage is no bigger than 6ft by 9ft.

### **Entry**

We will hire barriers to secure the site and have SIA registered door staff controlling the site entrance. We operate strictly over 18 and will have challenge 25 in place.

We have a full security roles and responsibilities document.

### **First Aid**

We will have at least 4 first aid trained staff members on site.

## Programme of Events

### **Build Day**

Friday 6<sup>th</sup> of September 2019

Marquee & Event Team Arrive on site

Toilets arrive on site

Barriers arrive on site

Bins arrive on site

Event management team to supervise all of the above and start setting up the barriers

No items to be stored overnight

### **Saturday 7<sup>th</sup> of September 2019**

08:00 – Vans arrives and parks by loading area

08:00 - All staff arrive and load in

09:00 - Vans fully unloaded & staff commence setting up

11:00 – Event fully set up & staff break

11.30 – Security arrive and prep with Event Manager (please see Security Roles and Responsibilities document)

11:45 - Event prep finished & staff briefing

12:00 - Doors open, bars open, first session event begins

12:30 - Band 1 plays

13:00 - Cocktail Demo (times TBC on the day will be displayed on chalk boards)

14:00 – Gin Masterclass (times TBC will be displayed on chalk boards)

14:15 - Band 2 plays

15:45 - Music stops, last orders called & people start to leave

16:00 - Security begin evacuating for reset and session 2

16:15 – Venue clear

17:00 - Doors open, bars, open, second session event begins

17:30 - Band 1 plays

18:00 - Cocktail Demo (times TBC will be displayed on chalk boards)

19:00 - Gin Masterclass (times TBC will be displayed on chalk boards)

19:15 - Band 2 plays

20:45 - Music stops, last orders called & people start to leave

21:00 - Gin Festival staff start clearing excess stock to lorry

21:00 - Security begin evacuating for clear out

21:15 - Venue clear of patrons

22:15 - Venue clear of gin festival and all persons leave

22:30 – Final site walk around & signed off by Event Manager

### **Sunday 8<sup>th</sup> September**

Event management Team on site for a check

### **Monday 9<sup>th</sup> September**

Event management Team on site for overseeing the below.

Bins collected by the council.

Marquee dismantled & collected

Toilets, Fences & Barriers collected