This template can be used by event organisers to produce a formal event plan for their athletics event. This template is not the only way to produce an event plan, and specific events may have their own requirements not covered here. However, this document aims to provide a starting point for you to customise with the details of your own event.

Text highlighted in yellow should be replaced by short details, such as the event name, whilst text in blue provides guidance on how to complete that section of the plan on your own.

****

**EVENT MANAGEMENT PLAN**

**EVENT: [Event name]**

**DATE: [Event date]**

**VENUE: [Event venue]**

**ORGANISATION: [Name of your organisation]**

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# Aim of Manual

This event management plan aims to provide a coordinated approach to the organisation and implementation of the **[Event Name]**. It aims to ensure the wellbeing of organisers, officials, event volunteers, contractors, athletes, the public in attendance and all others who might be affected by its acts or omissions, including all other relevant information to ensure that all involved can enjoy the event in safety.

# Event Management and Personnel

This event is organised by **[your organisation]**. Responsibility for the cross-country event lies with [Event Director’s name], the Event Director. The Event Director is also responsible for liaison with [any other relevant parties eg. local authority, landowner/facility operator, emergency services] regarding the event.

### Roles and Responsibilities

Add here a description of your organisational structure. This could be a written description or a diagram of your organising team. Include everyone’s role-titles and who each person reports to. Remember to include your volunteers and officials too!

Also provide a short description of what each person/group will be responsible for on the day. We recommend no more than a couple of bullet points per role. For example:

Race Referee and Technical Officials

* Ensuring the safe running of races and adherence to UK Athletics Rules

Clerk of Course

* Course design
* Recruitment and deployment of course builders
* Course setting
* Course de-rig

### Site Boundaries and Responsibilities

If your event takes place within a public area, define which areas you will be responsible for. We recommend adding a map, highlighting areas used by the event, along with a brief description.

### Contact List

The below table lists contact details for the main event organisers on the day:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Mobile Number** | **Event Day Radio Y/N** |
| Event Director |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Event Overview

This event will take place on [Event date]. This event consists of [number] races, covering athletes in the [age groups] age groups in a full-day programme of club athletics. All athletes will be experienced club runners, training regularly to compete at this level.

### The Course

Include a one-paragraph description of your course. This should include the overall distance (per age group if appropriate); where the start and finish will be; and any other significant details.

Full details of the course, including a map, can be found in Chapter 5: The Course

### Entry Limits

The maximum number of entries for each race will be [number]. Add more details if entry numbers will differ by age group or distance (eg. 500 5K runners and 1000 10K runners).

We anticipate approximately [number] runners to take part across all races, with a further [number] officials, marshals, staff and spectators in attendance over the course of the event.

### Event Timings

Add a table/list of your race start times and any other significant milestones. For example:

09.00 Registration opens

09.00 Course walk and sign-off by Race Referee

11.00 5K Start

12.00 10K Start

14.00 All runners off course

### Key dates

Add a table/list of the main milestones of your planning. This will be different for every event. Suggestions include:

|  |  |
| --- | --- |
| Sunday 1st August | Site visit and event plan first draft |
| w/c 2nd August | Event licence application to **scottish**athletics |
| Monday 9th August | Entries open |
| Sunday 19th September | Entries close |
| w/c 20th September | Start lists published online  Event Plan Finalised |
| w/c 27th September | Site Visit  Briefing with Chief Marshals and Officials |
| Sunday 10th October | Site build  Event takes place  Event clear up |
| Monday 18th October | Debrief |

# Insurance

This event is held under a UKA cross country race licence, which ensures that public and products liability insurance is in place for the duration.

Primary Public/Products Liability Insurer:

Policy Number:

Period of Insurance:

Limits of Liability:

Details of the current UKA policy can be found via the ‘Insurance’ link here:

<https://www.scottishathletics.org.uk/events/organising-an-event/health-and-safety/>

A copy of event licence [licence number] can be found in Appendix 1.

# Course Set-Up and Marshalling

### Course Map

Add a course map image and a description of your course. Depending on the requirements of your event, you may require more than one map and/or more than one course. Ensure that sufficient detail is provided so that someone who is not familiar with your event and its location can understand your course. Remember to include whether any age groups/distances follow different routes, and how many laps will be completed if your course follows a lapped route.

### Course build

Describe how your course will be set up. Who will be involved? What equipment will be required (include a list)? What time will you need to be onsite and how long will it take to set the course? Will you set everything up at once, or will you have teams working in different parts of the venue? How will you know what everything is ready for the race?

You might decide to split this section of your plan into multiple sub-sections if your event set-up is complex.

### Marshals

* A team of set-up volunteers from our club will be responsible for setting up the course pre-race and ensuring that the resulting course is consistent with that described in this plan.
* Course Marshals will be a visible presence for runners, pedestrians, and spectators; ensuring the well-being of the runners, spectators and general public throughout the event; guiding runners around the course whilst keeping the public off the race route so that the two do not come into conflict with each other; and ensuring runners follow course markings, staying on the correct side of tape and barriers
* Should any volunteer fail to turn up on the day, the appropriate lead marshal or official for their role shall attempt to contact them by phone in the first instance. Should the volunteer be unable to attend, priority points highlighted on the marshal maps will be used to ensure that all key areas of the course identified have sufficient cover in place. The club may be able to approach additional club members on the day should extra help be required.
* On the map below, each number indicates a marshal. A minimum of [number] marshals will be required to ensure the safe running of the event, although marshal points will be staffed in pairs where possible. Graded endurance officials will also be on duty around the start/finish area. Each marshal will be responsible for overseeing a small section of the route, usually a crossing point or junction. Marshals are in place to deter collisions between athletes and/or athletes and members of the public, as well as reporting any issues arising to the event organisers. Marshals will maintain radio/phone/other contact with the Chief Marshal, providing regular updates on the position of the first and last runners in each race, as well as any problems requiring attention (e.g. first aid or security incidents).
* Marshals’ arrival and departure times. Will marshals be on duty all day, or will a shift-system be in operation?

### Marshal Map and Instructions

Add a map of your course showing points where marshals will be situated. Planning out marshal locations on the course map helps to calculate how many marshals are required to hold the event safely, and helps you to identify areas of the course where additional help may be required (eg. on points where the course crosses a pedestrian footpath). We recommend identifying marshal points on your map by number, and then providing a short written description in an additional table to describe the location and why the marshal is there (eg. 1 - park gate intersection; crossing point). This creates a quick checklist of all points and can help you to allocate appropriate volunteers to each position.

**Remit**

The on-the-day briefing of marshals will happen at [time and location]. There, marshals will receive:

* Marshal instructions
* Course map
* Race timetable
* Contact details for event organisers and lead marshals
* Locations of key personnel and resources (first aiders, marshals)
* Vests to identify the Marshals
* Anything else required, eg. foil blankets if weather is cold or radios

**General Instructions for Marshals**

* Ensure runners keep to the course and report any infringements to the Referee.
* Ensure spectators do not impede runners.
* Endeavour to answer questions from runners/spectators from the course map.
* Call for First-Aid on radio if required.
* If you have a radio, instructions will be given instructions as to how to use it.
* If you don’t have a radio but have a mobile phone, call the Chief Marshal
* Marshals allocated radios should do a radio check with one of the Chief Marshals when collecting their radio, followed by another check once in position.

### Spectator Plan

Add a map and/or description of areas available to spectators. The level of detail required will vary by event and the space available: an open park will typically require a less detailed plan than a more enclosed city space holding a road race. Some spaces may require a capacity limit, so consider how you will monitor this if this is the case at your event. Don’t forget to consider club tents (if permitted to be brought) and suitable ground for them to be pitched.

# Overall Site Set-up and Use

The event venue will be in use from [time and date], and will be vacated by [time and date]. Equipment will arrive on [time and date], and will be taken away by [time and date].

### Site Map – Start / Finish Area / Catering & Merchandising Locations

Provide a map and/or description of your start/finish area(s), including any additional facilities such as catering, toilets, merchandise, etc.

### Declarations

Declarations will take place at [location].

* Declarations opens for all athletes at [time]
* Declarations will close [time] before the scheduled start time of each race.
* Add further details if some athletes will declare in advance; there are extra stages to declarations at your event (eg. t-shirt collection) and whether the process or timing differs for different races.

### Administration

The Administration area(s) will be at [location(s)]. This will include Results, Appeals, Officials’ Assembly and Information.

### Changing

Changing facilities will be located at [location].

### Toilets

[Number] toilets be located at [location]. Additional Public Toilets are also situated at [location].

### First Aid

A First Aid base will be located at [location] for use by the first aid team on duty on the day. Chapter 9: Policing, Stewarding, Marshals and First Aid contains further details on medical provision.

### Stewards

Professional Stewards will be provided to supervise [car parking/bagdrop/other] at [location]. On the day of the event, volunteer marshals and officials shall be positioned around the course and event site as detailed in the marshal plan in Chapter 5: The Course.

### Club Tents

Clubs attending this event may bring their own club tents. If brought, these are to be located in the designated club tent area at [location]. This area is outlined in the spectator plan in Chapter 5: The Course.

### PA Systems

If you are using a PA system for announcements and/or commentary, where will it be located? Will you have more than one? Is it yours or is it hired? Full safety details of the PA system can be found in Appendix 2.

### Gantry

If you will use a gantry to mark the start and/or finish, where will it be located? Is it yours or is it hired? What kind is it? Full safety details of the gantry can be found in Appendix 2.

### Timing

If you will use chip timing, who is your provider? Where will they be located? What equipment will they require?

Spectators

Is your event taking place in a public or private space? Will areas of the venue be restricted to athletes/officials only? Consider spectators/members of the public with access requirements. A full plan of spectator areas can be found in Chapter 5: The Course.

### Presentations

Presentations will be conducted at [location] at [time(s)].

### Catering

[number] catering vans selling [food/drinks description] will be located at [location]. (Before confirming caterers, check with your landowner/facility operator and ensure that appropriate licences are in place)

### Merchandising

[Company/ies] will be present at the event to sell merchandise to members of the general public. They will be located at [location]. (Before confirming merchandise/sponsor stalls, check with your landowner/facility operator and ensure that appropriate licences are in place)

### Generator(s)

### If you will use a generator at your event, what will you use it for (timing, gantry, etc)? Where will it be located? Is it yours or is it hired? What kind is it?

### Waste Management

[Your organisation] is committed to ensuring that the area used and affected by this event are left clean and tidy, and in the same state as before the event. Spot checks of areas will be carried out throughout the event [timings], and a dedicated litter picking team will be onsite [timings] to ensure the event venue is left as it was found. Additional bins will be hired for the event, and will be onsite for the duration.

# Parking, Policing, Stewarding and First Aid

### Site Parking and Road Closures

If your event takes place on public roads, you may require a Temporary Traffic Regulation Order (TTRO). This can be obtained from your local authority following the process set out by the local authority and police in your local area. There will usually be a cost involved for the TTRO, as well as additional requirements such as traffic management and/or equipment hire costs. Provide details of your arrangements here if relevant, or simply state that a TTRO is not required.

Will you require parking permits for specific vehicles, eg. officials and staff, or participants with access needs? Describe parking arrangements here, including access/permitting, stewarding and/or timings.

### Policing

Local police have been informed of the arrangements for the event. They may be called upon in circumstances foreseen in the Contingency Plan in Chapter 11: Contingency Arrangements.

### Course Stewarding

Course stewarding will be effected by graded UKA Endurance officials and a team of volunteer course marshals from local athletics clubs. As all participants are club runners and familiar with the event, it is felt that the presence of professional stewards is required for car parking requirements only. You may require more professional stewards to deliver a larger-scale event, as determined by your risk assessment.

### UKA Endurance Officials

Volunteer officials, licensed by UK Athletics in the Endurance discipline, will largely oversee the running of the event itself, serving as Race Referee, Starter, Timekeepers, Judges and Marshals.

All will act in accordance with UK Athletics Rule TR55 and Rule Book Appendix 4.

Allocated Roles are – Referee, Assistant Referee, Chief judge, Finish Area Control, Place Recorders (2), Timekeepers (2), Presentations (4), Declarations (5), Announcers (3), Starters (2), Chief Marshal and Clerk Of Course

### Volunteer Course Marshals

Volunteer course marshals will help to steward the event. See the Marshal Plan in Chapter 5: The Course for a detailed description of duties and locations of marshals.

### First Aid

First aid at the event will be provided by [first aid provider].

* There will be first aid provision at [location] near the start/finish area consisting of [number] [provision – first aiders, vehicles, etc]
* All volunteer officials and marshals will be given a safety briefing on what to do should they see a runner fall or collapse during the race, which they will follow and act on accordingly.
* Volunteer marshals will be stationed at points around the course and will be vigilant to any instances where a runner may need medical help.
* Marshals in key areas around the course will be equipped with hand-held radios, which will be used to contact First Aid if help is required.
* Runners who need first aid assistance will be taken slightly off course and treated by First Aid staff there. If the injury is severe, the runner will be escorted to the First Aid vehicle for treatment.
* If the Runner is severely injured and cannot be escorted to the First Aid vehicle, a mobile first aider will be called for and directed to the nearest access point to the runner.
* In the instance that the race must be postponed or cancelled due to an injury, the Contingency Plan will be followed.

### Accident/Incident Reporting

Any reportable incidents will be communicated to the Event Director and the Race Referee as soon as possible after the incident has occurred. It will be the Referee’s responsibility to complete online reporting forms for UK Athletics, and to ensure that a copy is also sent to **scottish**athletics for any further action / follow up.

### Welfare

Lost or found children/minors or vulnerable people will be escorted to [location].

Ifany found person is not on the event entry list, event staff will endeavour to establish a suitable contact name and telephone number of parents/guardians. In the case of a lost person reported, a description of them and where they were separated will be noted by event staff. The [Welfare Officer/other appropriate person] will be notified and staff/volunteers deployed to discreetly look for the person. Marshals will be notified to maintain vigilance at entry and exit points to the park, and will assist with the process.

All **scottish**athletics officials are registered with UK Athletics and hold valid PVG certificates. Licensed coaches, in attendance as team managers, will also be registered with UK Athletics and members of the PVG scheme.

# Communications

### Advertising and Enquiries

Include a short description of how the event has been promoted and where.

Will you have a media/communications team from your organisation in attendance on the day? Do you expect any press/media to attend? What arrangements are in place for press coverage? Who should media contact for more information?

### Pre-Event Organisational Communications

Entries will be collected in advance with a closing date of [date]. Start lists will be published online on [date] once they have been collated. Event enquiries can be returned to the event team on [you e-mail/phone/other].

### On the Day Course Communications

Event staff and lead volunteers will use radios to communicate quickly and efficiently around the course. Designated marshals will hold radios around the course in order to report back any issues they may identify.

### List of radio holders

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Radio | Role | Name | Radio | Role | Name |
| 1 | Event Manager |  | 6 | Declarations |  |
| 2 | Referee |  | 7 | Announcer |  |
| 3 | Chief Judge |  | 8 | Clerk of Course |  |
| 4 | Finish Area Control |  | 9-17 | Marshalls |  |
| 5 | Presentations |  | 18-20 | First Aid |  |

Add /delete roles as required

# Contingency Arrangements

Contingency arrangements have been devised in the event of any unscheduled occurrences which may impinge on the safe running of the event.

### On the Day Event Cancellation and Unforeseen Circumstances

[Role title] will be responsible for cancelling the event, should they deem it necessary after it has begun. Their decision will be relayed, in most cases, to officials and marshals at designated areas of the route who will revert to this contingency plan and appropriate control measures outlines in the risk assessment.

### Forced push-back of the Event

If the events start time has to be delayed for reasons outwith your control, how long can you delay for without compromising the event (eg. how long will your contractors be onsite? Can they stay later if the start time, and therefore finish time, are pushed back?) How will you communicate the late start to both your team and the participants?

### Extreme weather

1. What type(s) of extreme weather, such as snow/ice/frost, flooding, strong winds, heavy rain, intense sunlight, high temperatures, could affect your event? Identify any likely to occur.
2. Once you have identified the types of extreme weather that may impact on your event, describe what you will do to ensure that your event can go ahead safely? At what point may the event be cancelled due to the weather conditions and what is the cancellation process?
3. Some events may require a specific wind management plan. This could be a separate document, or it could be integrated into this document as a separate section.

### Unexpected Events

Unexpected events such as fire or a serious injury/fatality occurring on the day can have a significant impact on an event. Describe your process for dealing with any unexpected events occurring on the day of the event. This would be most relevant the larger-scale events, but should be considered by event organisers of events of all sizes to a degree.

### Equipment Issues

If you will use any temporary infrastructure during your event, eg. gazebos or a gantry, consider continency plans for any issues relating to them such as collapse of an inflatable gantry or damage to a gazebo in windy weather. What measures will you have in place to prevent issues, and what can you do on the day to limit any damage?

### Public Safety

If your event takes place in a public space, how will you communicate that it is taking place? What measures will you implement to ensure that the event does not impact significantly on members of the public also using the area?

### Cancellation

If the event must be called off, how will you make the decision and how will you communicate it? Describe a different process for cancellation in advance of the day as well as on the day.

### Personnel Contingencies

Should any key personnel be unable to attend on the day, their role will be covered by another member of the team:

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contingency** |
|  |  | Role covered by |
|  |  | Role covered by |
|  |  | Role covered by |
|  |  | Role covered by |

These categories cover some of the main contingencies you should consider, but there may be many others relevant to your event that you wish to include. Add any you feel are appropriate.

# Risk Assessment

A full risk assessment has been conducted by [name]. The risk assessment is set out in the table below.

Event organisers can find further advice on completing a risk assessment, including guidance and examples, on the Events section of the **scottish**athletics website:

<https://www.scottishathletics.org.uk/events/organising-an-event/health-and-safety/>

**Off-Track Athletics Event Risk Assessment**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Name** |  | | | | | | | | | |
| Name of organisation |  | | | | | | | | | |
| Event type (delete as appropriate) | Cross Country / Hill Race / Road/MT Race / Virtual Race | | | | | | | | | |
| General description of the event |  | | | | | | | | | |
| Number of attendees |  | Athletes | |  | | Staff/Officials/Volunteers | |  | | Spectators |
| Description of the area to be included in the risk assessment |  | | | | | | | | | |
| Any other relevant information |  | | | | | | | | | |
| Date of risk assessment |  | | Date of event | |  | | Assessment completed by (name/role) | |  | |

| **Category** | | **Hazard** | **Who might be harmed and how?** | **What controls are already in place?** | **What further controls/actions are required?** | **Timescales for further actions** | **Responsible Person (Role)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| This could be categories of types of hazard (eg. all hazards relating to work at height) or categories relating to areas of the event space or people/equipment affected (eg. car park risks or risks to runners on the course) | | A hazard is a specific thing that could cause harm. This ranges from vehicle collisions in the car park to collisions between runners to a fire in the registration building. Hazards will have different levels of likelihood and severity. | Consider who could be affected by a hazard and what could happen to them. This could be general (all runners) or specific (the Starter), and consequences could vary from bruises and strains to major injuries or fatality in worst case scenarios. | Are any controls already in place at the event venue? If your event requires a complete build, this column may be fairly empty, but even measures like reduced-speed signage in the local area could be an existing control | What else can you do to reduce risk?   1. Can the hazard be eliminated? Is the piece of equipment, for example, essential? 2. Can you substitute a risky piece of equipment for another with less risk? 3. Can you isolate the risky area (eg. fence off the area to spectators)? 4. Is there any signage in place to warn of the hazard? 5. Can you provide PPE to reduce risk? | When will you put your control measures in place? This could be X weeks or months in advance (eg. delivery of training to volunteers), during event set-up or even ongoing throughout the event (eg. regular checks for good housekeeping) | Many actions will be down to you as the event organiser, but will others in your team be able to help? Use the person’s role/title (eg. project manager, health and safety officer, COVID-Coordinator) to allocate duties |
| Example | Safe movement of people and vehicles | Vehicle collisions within the car park | Athletes, spectators, event staff, volunteers, officials, members of the public using the car park  Vehicle collisions can cause, often severe, injuries to people involved, as well as damage to vehicles, property and equipment | Speed limit signage (5mph) is in place in the event car park, as well as a signposted one-way system. | The car park owners will be asked to ensure that floodlights are switched on prior to the arrival of athletes early in the morning.  Two event marshals in high-viz will be on duty in the car parking area to direct cars on arrival. | Request made with event booking 2 months prior; reminder e-mail 1 week prior  Marshals to be appointed 2 weeks prior and briefed on the day | Event Manager  Chief Marshal |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| Add additional rows as required | |  |  |  |  |  |  |
| Planned review date/period | | |  | | | | |

# Appendices

1. Event Licence
2. Supporting Safety Documentation Provided by Contractors
   1. Timing company
   2. Gantry hire company
   3. PA System hire company
   4. Security/Stewarding contractor
   5. Broadcaster / Live Streaming Supplier
   6. Gazebo / Marquee Supplier
   7. Merchandiser

### Appendix 1 – Event Licence

Add a copy of your event licence here

### Appendix 2 - Supporting Safety Documentation

Provided by Contractors. Add a copy of each type of documentation here, with a reference list if multiple sources are used, eg.

1. Timing equipment, provided by timing company
2. Gantry safety information, provided by gantry hire company
3. PA system safety information, provided by hire company
4. Security risk assessment, provided by stewarding contractor
5. Safety documentation, provided by broadcaster / streaming company
6. Marquee/Gazebo safety information, provided by hire company
7. Merchandise stall risk assessment, provided by merchandiser