**MU Event Management Plan Template**

(To be filled in either electronically or in Block Capitals)

**Event Details**

Name / Title of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organising Department: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date (s) of event: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Expected Numbers: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Event organiser’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Organiser email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Profile / Timetable of Event(s) (include setup time if required)**

**Nature of event**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Live music show (band/DJ) |  | Conference / Meeting |  | Sporting  |
|  | Musical |  | Convention |  | Stage Show (fashion show) |
|  | Drama |  | Political Event |  | Other |
|  | Details  |

**Venue Location**

 Maynooth University Building

 Maynooth University Lecture Halls

 SPCM South Campus

 MSU Bar (note this is a Licensed Club)

 MU Campus External

 Off campus (hotels, night clubs, bars, Sporting venue, other)

 Campus Sports Facilities

Please provide proposed names of buildings and/or rooms to be used

**Event Summary Description**

**Room Setup**

Detail room/event setup required, all campus rooms booked must be cleaned after events and returned to their original state.

**Estimated attendance in venues**

Room Capacities

MSU Venue - 450 – standing

**Ticket Sale Info if applicable**

 No tickets

 Ticketed

 Tickets available on door

Please indicate ticket sale platform to be employed and price of tickets

**Who is attending the event? (Tick all that apply)**

 MU Staff

 MU Students

 MU Alumni

 Intervarsity

 Members of the public

 Children (sensitive risk group)

 Other

**Proposed Food provisions**

 No food

 MU campus food vendors

 External food vendor (Details and approval required)

 Homemade/ food making event (Details and approval required)

 Other (Details and approval required)

**Special requirements**

 Accessibility requirements

 Weekend events

 VIP guests

 Vehicular requirements

 Parking access

 Interpreter

 Wheelchair access

 Disabled toilets

 Stage ramp for wheelchair access

 Seating to be installed

 Other

Details

**Medical requirements/facilities**

 Paramedic Booked

 Ambulance Booked

 You have access to first aid facility

 No medical facilities available

 Venue 1st aiders in place

\* MU medical centre is open from 9am – 5pm –  01 708 3878

\* Student counselling service 9am – 5pm 01 708 3554

\* Campus Security 01 708 3929

**Fire Safety**

 Building has a fire certificate

 Facility has a fire evacuation plan

 Facility Management incl emergency response provided by facility

 Student event management / Stewards

 Emergency exit doors and routes to be kept clear

 Additional fire safety equipment required

**Security**

 Security personnel requested

 Off campus events (security provided by venue)

Guidance re security requirements in addition to those required for particular roles

\*1 security personnel per 100 guests (standing event)

\*1 security personnel per 250 guests (seated event)

\* Security provision is based on estimated attendance

**Reputational Risk**

Take time to assess activities that may impact the reputation of the University, Students Union and/or any Club or Society. While the outlined activities may not be planned, it is critical that immediate action be taken if some of activities arise during an event, other activities may be monitored. The event organiser should be cognisant of activities that may reflect badly on the reputation of the University. Please check boxes if any of the activities are planned for your event, this list is by no means exhaustive.

Some venues such as the MSU Venue have a “code of practice for performers” and organisers should be aware of what is permitted.

 Adult humour

 Acts of nudity

 Drinking games

 Content of a sexual nature

 Content/material over 18’s (films etc)

 Acts of a discriminatory nature

 Performers (may introduce reputational risk)

 Acts of coercion

 Other

 Not applicable

Details

Please state other details if necessary

**Alcohol**

 Alcohol free event

 Alcohol will be consumed\*

Many venues including MSU restrict the consumption of alcohol on the premises to that purchased on the premises.

Alcohol may be purchased off site for AGM events, 4 persons to 1 bottle of wine only.

Details

Please state other details if necessary including where alcohol will be purchased

**External Contractor Activity**

Will external contractors be used prior to, during or after the event to assist with set up, production, cleaning, security etc. Please detail below:

 Yes external contractors will be required

 No external contractors will not be required

|  |  |
| --- | --- |
| Contractor Name |  |
| Work to be completed |  |
| Contact Name |  |
| Contact Number |  |
| Insurances in date – Yes / No / NA |  |
| Method Statement in place – Yes / No / NA |  |
| Work Certified on completion – Yes / No / NA |  |

|  |  |
| --- | --- |
| Contractor Name |  |
| Work to be completed |  |
| Contact Name |  |
| Contact Number |  |
| Insurances in date – Yes / No / NA |  |
| Method Statement in place – Yes / No / NA |  |
| Work Certified on completion – Yes / No / NA |  |

|  |  |
| --- | --- |
| Contractor Name |  |
| Work to be completed |  |
| Contact Name |  |
| Contact Number |  |
| Insurances in date – Yes / No / NA |  |
| Method Statement in place – Yes / No / NA |  |
| Work Certified on completion – Yes / No / NA |  |

**Commercial Activity**

Permission from Campus Services must be obtained for on-campus promotions if a company is invited on site. Insurance indemnifications may also be required.

 Company invited to provide services or sell products

 Commercial partnership (sponsorship deal)

 No commercial activities

**Contractual Agreements**

Contractual agreement should be cleared through Department head.

Please assess financials before signing contractual agreements, event organisers will be liable for monies outstanding.

 Contracts for booking Venue

 Contracts for performers

 No contracts signed

**Finances**

Please tick all that apply and attach event budget.

 Event budget complete

 Possibility of outstanding bills after event

 Sponsorship agreement fulfilled or agreed in writing

 Special event funding agreed

 Further considerations necessary

**Health and Safety**

Assess and select the hazards associated with your event, if you are unsure please email healthandsafety@mu.ie. This is not an exhaustive list of hazards, please assess your plans to identify further potential hazards.

 Food provision (risk associated food poisoning)

|  |  |
| --- | --- |
| **Controls** | **Comment** |
| Food must be ordered from a reputable source |  |
| Food must be consumed within 1 hour |  |
| Food/drink spillages cleaned |  |
| Food waste disposed of correctly  |  |

 Tech equipment install where applicable

|  |  |
| --- | --- |
| **Controls** | **Comment** |
| PAT testing certificate for portable equipment (electrocution risk) |  |
| Cable covers used (trip risk) |  |
| Lighting truss must be installed by a competent person (falling object risk) |  |
| Health & Safety walk must be completed before event (compliance assessment) |  |
| IP rated cables/sockets used outdoors (electrocution risk) |  |
| Extension cables fully extended (fire risk) |  |
| No socket overloading (fire risk) |  |
| Plug and play equipment only (electrical circuitry not accessible) (electrocution risk) |  |
| Temporary structures (e.g. stage) to be certified for use |  |

 Crowd control (risks associated include crushes, slips, trips and falls)

|  |  |
| --- | --- |
| **Controls** | **Comment** |
| Number of attendees known/ticketed event  |  |
| Event staffed adequately to manage crowd  |  |
| Mojo barriers used at stages for standing events |  |
| Room capacities known and enforced |  |
| Room occupancy monitored |  |
| Performers only on stage |  |
| Stage accessed via stairs only |  |
| Emergency exits accessible and unobstructed at all times |  |
| Queuing systems present for large crowds |  |
| Ingress/egress clear at all times |  |

 Wet floors/trailing cables

|  |  |
| --- | --- |
| **Controls** | **Comment** |
| Wet floors are cordoned off immediately  |  |
| Wet floor signs used  |  |
| Dry floor immediately (dry cleaning method preferred) |  |
| Remove wet floor signs when floor is dry |  |
| Highlight wet floors to venue staff |  |
| Trailing cables – use cable covers if cables cannot be run over head |  |

 Manual Handling

|  |  |
| --- | --- |
| **Controls** | **Comment** |
| Persons carrying out manual handling tasks have manual handling training  |  |
| Use mechanical aids (sack trucks, vehicles)  |  |

 Security

|  |  |
| --- | --- |
| **Controls** | **Comment** |
| Personal belongings are secured  |  |
| Transfer of cash ( 2 person task) |  |
| Large events – security to monitor entrance |  |
| Weekend events – MU security are aware of event |  |
| Cash boxes/charity donation buckets secured and not left unattended |  |

 Other Details

 Inflatables/structures (email C&S Office)

 Alcohol/Drug consumption (monitor attendees)

 Intervarsity event (alert staff of venue on arrival times and number of invitees)

 Members of the public/underage persons (email C&S Office)

 Strobe lighting (use strobe lighting signage to inform attendees)

 Extreme Sports (river Kayaking, rock climbing etc, specific risk assessment required)

 Use of smoke machines

 Other (Detail hazard in box provided, what controls are in place to mitigate risk)

**Data Sharing**

 Data requested for the purposes of running an event (GDPR notice on data application)

 Data sharing

 No data collected

**Event Plan Approval**

|  |  |  |
| --- | --- | --- |
| **Item** | **Approved By** | **Signature and date** |
| **Event Plan** |  |  |
| **Contracts** |  |  |
| **Food Provision** |  |  |
| **Alcohol** |  |  |
| **Marketing (media / Posters)** |  |  |
| **Insurances** |  |  |
| **H&S risk assessment** |  |  |