

# Steps when planning a community event

## KEY INFO

- Catchy title
- Date
- Time
- Venue
- How to book

## MARKETING

- Local Press
- Posters / fliers
- Online: Social Media
- Website
- Local community websites
- Other Stakeholders websites
- Parish / community newsletters
- Local radio
- Email campaigns

## STAFF / VOLUNTEERS

- Numbers required and availability
- Legislation – DBS / references required?
- Logistics : Plan of the day / rota
- All jobs / tasks / roles
- Contact list of all individuals involved (GDPR)
- Emergency contact details
- Dietary / medical considerations

## CATERING

- Health and Hygiene
- Tables and chairs
- Catering equipment
- Certification
- Allergies
- Dietary needs

## HEALTH AND SAFETY

- First Aid : First aid kit  
Designated first aider
- Food Hygiene : Certification  
Hand washing / sanitisation provision
- Risk Assessments: Own organisation's  
Other stakeholders' / providers'  
Emergency Action Plan
- Fire: Fire extinguishers  
Fire evacuation plan



## BRAINSTORMING

- What? Overall aim of the event  
Budget
- Who? Lead organiser / organisation  
Audience : Size / demographic / age / location  
Other stakeholders: Presenters / hosts / groups
- When? Time of day / week / year  
Need to coincide with other event / celebration / school term dates?  
Single / series of events
- Where? Indoor / outdoor  
Online / hybrid
- How? Funding sources?



## VENUE

- Capacity: Consider safety and practicalities
- Facilities: Toilet / electricity / water / catering
- Accessibility: Disabled access  
Parking  
Public transport  
Pedestrian / bicycle access  
Emergency Services Access
- Insurance : Public liability cover
- Other users: General public / groups / animals



## LEGISLATION

- Public Liability Insurance: Own organisation  
Other stakeholders' / providers'
- Temporary Event Notice required?
- Notify Safety Advisory Group?



Cotswolds  
National  
Landscape



ecp

Evenlode  
Catchment  
Partnership

