

## PLANNING FOR AN EVENT

Taking on a large wedding or event can be an exciting, yet daunting step for your business. It is important that you meticulously plan and organise to ensure that it runs smoothly. Below, discover points to consider ahead of time to prepare:

### WHERE TO START?

**Site visit:** Visit the venue with your team to learn about the venue characteristics, the layout, any key pieces, positioning of different furniture etc. Take photographs and take any necessary measurements if required. You can request a CAD plan (virtual plan) for the venue / reception.

**Introduce your team to the venue / event planner or coordinator.** Request contact details

**Day and time:** It is important to speak to the coordinators about when you can access the venue for set up and take down. Most venues have a short time frame to unload and set up.

### SITE VISIT DETAILS TO CONSIDER:

Where are the **lights** in the venue? If you are installing large displays in the venue, can they be lit?

What is the **flooring** i.e. carpet or wood? If it is carpet, can it be protected when you are working or setting up i.e. shoe/floor covers?

**Access points** to and from the room from carpark for unloading

**Water Supply**, is this convenient?

**Restrictions for fixings** need to be considered on the walls, floors and the ceilings.

**Restrictions or venue policies?** This includes 'Open Flame Policy.' Most risk assessments require a naked flame to be contained in a vessel, whilst other venues only allow LED candles.

**Facilities** need to be considered. Do you have access to any ladders, towers, trollies or do you have to bring your own on site?

### ADDITIONAL CONSIDERATIONS:

Working at prestigious locations such as Historic Royal Palaces (HRP) require **licenses** to work on site.

Carry your **ID badges and wear branded uniform**

Check you have and show your **liability insurance** (may need to increase to high amount depending on type of event)

Prepare a detailed **risk assessment**

Make sure your **Health and Safety** is up to date for all your staff, especially when on site at the venue.