

Event Management Plan

(fill in manually promoters name in CAPITALS followed by PRESENTS...)

0
0

Artiste Summary

0

EMP Version Number: 0

Date: 00/01/00

Compiled By: 0

Position: FALSE

E-Mail: FALSE

Event Information - Summary

Venue Manager:	0										
Ticket Capacity:	0										
Current ticket sales:	0										
Event space:	The Hall / Warehouse (delete as appropriate)										
Configuration:	E.g. End stage seated, 8.5m stage										
Seated blocks names/numbers open:	0										
Anticipated Audience Profile - Age :	Majority Under 16										
Anticipated Audience Profile - M/F split:	Even 50/50 split										
Drinking audience expected:	Medium/High										
Risk Assessment:	MEDIUM										
Reason for High Risk classification:	N/A										
Specific Transport Information:	Strikes/closures/etc.										
Ingress Entrances:											
Egress Entrances:											
Floor Access Vomitories:											
Partnership Activations:	(fill in manually)										
Camera Policy:	Standard camera policy										
Special Effects:	<table><tbody><tr><td>Pyro</td><td>0</td><td>Confetti</td><td>0</td><td>Smoke & Haze</td></tr><tr><td>Other</td><td>0</td><td>Laser</td><td>0</td><td>Strobe</td></tr></tbody></table>	Pyro	0	Confetti	0	Smoke & Haze	Other	0	Laser	0	Strobe
Pyro	0	Confetti	0	Smoke & Haze							
Other	0	Laser	0	Strobe							
Promoter Contact:	(fill in manually)										

Areas in Use

Hospitality:	(fill in manually)	Priority Lanes:
Dressing Rooms:	(fill in manually)	
Flexible Space:	(fill in manually)	
Hall Lower Foyer:	(fill in manually)	
Hall Upper Foyer;	(fill in manually)	
Service Yard:	Standard operation	
Public Realm:	(fill in manually)	

Venue Wide Activities

Warehouse:	(fill in manually)
Hall:	(fill in manually)
Public Realm:	(fill in manually)

Show Schedule

Show times to be made available to public?

No

	<u>(day 1 fill in manually)</u>	<u>(day 2 fill in manually)</u>
Local Authority Inspection:	00:00	n/a
Sound Check:	00:00	00:00
Closed bowl:	Yes	Yes
Client Security Briefing:	00:00	00:00
Management Briefing:	16:30	17:00
FOH Briefings:	17:30	17:45
Doors to Foyers (no access to performance space):	17:30	17:30
Doors:	18:30	18:30
Support Act (delete and add name):	00:00	00:00
Interval:	00:00	00:00
Support Act (delete and add name):	00:00	00:00
Interval:	00:00	00:00
Main Act:	21:00	21:00
Finish:	22:30	22:30
Curfew:	n/a	n/a
Public Areas Clear:	23:00	23:00
The Social clear:	23:00	23:00

Production Schedule**Load in:****DATE**

Floor Mark:	00:00
Rigging Call:	00:00
Main Load In:	00:00

Load Out:**DATE**

Load out Commences:	00:00
Load Out Complete:	00:00

Event Plan