**Land of Green Ginger – Pilot Projects 2016**

**Event Framework** (or Event Management Plan)

**OVERVIEW**

1. **Description of Project**
2. **Location/Dates/Times**

**PRODUCTION / OPERATION**

1. **Licensing/TENs & Permissions**

*Some projects may require a licence or a Temporary Event Notice depending on the nature of the activity. Also, if you’re playing music, you may need PRS or PPL licences.*

*This section should highlight responsibilities and a copy of licences should be included as an appendix.*

*You will need permission of the land or premises owner (council or private) and we need to see details of these arrangements with a copy of any written agreements attached as an appendix.*

1. **Health & Safety approach**

*This could be a Safety Policy Statement.*

*Note that Risk Assessments are separate and included later.*

1. **Staffing & Security arrangements**

*This would detail the numbers of people required to deliver the project allowing for breaks and indicating their role on site. Also the security and stewarding arrangements should the project require it – and if there is no requirement, how have you reached this conclusion?*

*This should also include the numbers/role of Hull 2017 volunteers if applicable. Note that volunteers have a distinct role and cannot be stewards or security (please ask us if you need clarification).*

1. **Infrastructure & Equipment**

*This lists the structures and equipment being used, any power, lighting, etc, use and their source and where necessary, a layout of these attached as an appendix. We’ll also need to see certificates and have sign offs for certain things (please ask if you or your production manager is unsure).*

1. **Ensuring Accessibility**

*With reference to the Hull 2017 Accessibility Guide, this acknowledges the need to make every aspect of the project accessible for all. This would list specific examples of how the artist has considered this.*

1. **Safeguarding approach**

*Given the importance of this issue, this section deals with the specific child safety concerns that may arise from the project – such as whether age limits should be applied and if children must be accompanied by an adult/parent.*

*This also highlights staff that have been DBS checked (official documentation will need to be checked by Hull 2017).*

*The specific issues of each project could be dealt with in a Safeguarding Risk Assessment.*

1. **Environmental Awareness**

*This acknowledges the need to consider the environment in the planning and delivery of the project. This would list specific examples of how the artist has considered this.*

1. **Audience Management**

*This covers the control of visitors to, or participants in, the project should there be any potential problems with the numbers, the available space or the nature of the experience and the response from the audience, etc.*

*In some cases it may be necessary to consider a crowd management plan.*

1. **Emergency arrangements**

*What will happen in the event of any reasonable emergency that may occur on site during the project. An evacuation plan should be provided either by the artist or the landlord/owner for building-based projects.*

1. **Insurance**

*If not already sent to Hull 2017 for checking within date and is of a reasonable insurance value, the artist’s PLI insurance certificate should be included as an appendix.*

**MARKETING**

1. **Marketing Plan**

*How the artist plans to attract audiences to the project acknowledging the wider Land of Green Ginger marketing approach and the marketing of Hull 2017 as a whole.*

*This section should also highlight any project partners and their expectations – which must all be agreed by Hull 2017 beforehand.*

**MONITORING & EVALUATION**

1. **Monitoring & Evaluation**

*For Land of Green Ginger (at this stage) this is an informal process whereby artists maintain an online blog/journal that can be shared with other LOGG artists. This documenting should include key statistics such as numbers of participants, etc. Please explain your approach here and details of where to find your online blog/journal.*

**APPENDIX**

1. **Key Contacts**

*The artist’s project team and the contacts at Hull 2017*

1. **Timeline**
2. **Risk Assessments**

(other appendices as appropriate)