**Event Day Plan**

1. **EVENT OVERVIEW**

|  |  |
| --- | --- |
| **Event name:** |  |
| **Sport:** |  |
| **Venue name:** |  |
| **Venue address:** |  |
| **Number of athletes:** |  |
| **Spectator capacity:** |  |
| **Facility contact name:** |  |
| **Facility contact number:** |  |

1. **EVENT SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **TIME** | **DATE** |
| VOLUNTEER TRAINING |  |  |
|  |  |  |
| SET-UP BEGINS |  |  |
| SET-UP ENDS |  |  |
|  |  |  |
| First Volunteers Arrive |  |  |
| Volunteer Check-In |  |  |
| Operations Begin – Athletes Arrive |  |  |
| Doors open to Spectators |  |  |
| Competition Start |  |  |
| Athlete/Volunteer lunch period begins |  |  |
| Athlete/Volunteer lunch period ends |  |  |
| Competition Finish |  |  |
| All spectators have left the venue |  |  |
| Operations End |  |  |
| All Volunteers off site |  |  |
|  |  |  |
| CLEAR-OUT BEGINS |  |  |
| CLEAR-OUT ENDS |  |  |
|  |  |  |
| EVENT TEAM SIGNS OUT WITH FACILITY OWNERS |  |  |

1. **EVENT MANAGEMENT TEAM – NAMES**

|  |  |
| --- | --- |
| ***Role*** | ***Name*** |
| **Event Manager** |  |
| **Operations** |  |
| Operations Manager |  |
| Volunteer Services Coordinator |  |
| Catering Coordinator |  |
| Logistics Coordinator |  |
| Communications Coordinator |  |
| **Competition** |  |
| Competition Manager |  |
| Awards Coordinator |  |
| Staging Coordinator |  |
| Competition Administration Coordinator |  |
| Officials/Equipment Coordinator |  |
| **Event Services** |  |
| Event Services Manager |  |
| Medical Coordinator |  |
| Event Safeguarding Officer |  |
| Event Services Team Coordinator |  |
| **Safety Officer** |  |

1. **SPORT EVENTS (E.G. 50M, LONG JUMP, BASKETBALL SKILLS, ETC.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Code** |  | **Event** | **Code** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(Use additional sheet if necessary)

Field of Play

What will the Field of Play consist of (e.g. 3 Badminton Courts, 6 lane Swimming pool, etc.)?

Competition staging

How will the Staging Area be designed (e.g. 5 rows of benches, 6 rows of 8 chairs, etc.)?

Awards

How will the Awards Staging Area be designed (e.g. 6 rows of 8 chairs, etc.)?

Where will Coaches collect their athletes following Awards?

Head Coaches meeting

|  |  |
| --- | --- |
| Start time: |  |
| Finish time: |  |
| Location: |  |

Additional Information (re: running of the competition)

1. **OPERATIONS**

Logistics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1) Is any equipment or furniture being borrowed/hired for this event?  (E.g. chairs, tables, etc.) | | | | Y / N | |
|  | | | |  | |
| 2) If yes, please give details: | | | |  | |
| Item | From who | Quantity | Location to be used (e.g. staging area) | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |

Details of transport / delivery / collected of borrowed / hired equipment:

|  |  |  |
| --- | --- | --- |
| Item | Person Responsible | Details |
|  |  |  |
|  |  |  |
|  |  |  |

Signage

|  |  |
| --- | --- |
| 1) When is signage being erected? |  |
| 2) By whom? |  |
| 3) When is signage being taken down? |  |
| 4) By whom (if different to above)? |  |

Two-Way radios

|  |  |  |  |
| --- | --- | --- | --- |
| 1) Are two-way radios being used for the event? | | | Y / N |
| 2) If yes, how many? | | |  |
| 3) Which Event Team members (e.g. Event Manager, Competition Manager, etc.) will be assigned a two-way radio? | | | | | |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |

Ceremonies

|  |  |  |
| --- | --- | --- |
|  | **Opening Ceremony** | **Closing Ceremony** |
| **Start time:** |  |  |
| **Finish time:** |  |  |
| **Location:** |  |  |

Who will host the Ceremonies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If there are any special guests / performers please give details:

1. **EVENT SERVICES & MEDICAL**

Event Services

Event Services volunteers will help people to access, move around and exit the venue safely through providing marshalling, ushering and controlling access to restricted areas within the venue. Restricted areas at this event are (e.g. Field of play, changing areas):

Accessibility

1) Is the venue accessible? Y / N

2) If yes, please give details:

3) Are there particular areas within the venue with are inaccessible? If yes, please give details:

**Note:** Where possible, make every effort to used parts of the venue which are accessible.

Venue Traffic Management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No. of spaces |  |  | No. of spaces |
| Athlete (bus) parking: |  |  | Guest/Media Parking: |  |
| Participant parking:  Public parking: |  |  | Accessible parking: |  |
| Volunteer parking: |  |  | Emergency Vehicle parking: |  |

What is the planned route for buses?

If there is a specific athlete drop off/pick up point please give details:

VENUE LAYOUT

Attach your venue layout drawing here, with all spaces listed below clearly marked.

|  |  |  |
| --- | --- | --- |
| **Sport** | Field of Play | Competition Management Office |
| Staging area | Results posting area |
| Athlete changing area | Awards area  (Incl. Podium, Awards Staging) |
| Athlete toilets | Athlete lunch area (where possible) |
| Head Coach Check-in | Sports Information Desk |
| **General** | Event Management Office | General storage area |
| Medical Centre / First aid locations | Delivery drop off/pick up point (if necessary) |
| Check in / registration desk | Spectator seating |
| Information desk | Public toilets |
| Volunteer check-in desk | Public catering area |
| Volunteer break area (where possible) | Waste disposal point |
| PA announcement area |  |
| **Transport & Parking** | Athlete drop-off/pick up point | Guest/Media parking |
| Athlete / participant parking | Volunteer parking |
| Public parking | Accessible parking |
| Emergency vehicle parking |  |
| **Event specific** | Course start / finish area | Breakout / workshop rooms |
| **Safety** | The escape route to be used in an evacuation should be identified, where possible on the venue layout drawing | |

**Tip:** Where possible, it is recommended that venue site layouts are secured from the facility owners to allow the your event management team map out the layout of the various spaces for your particular event and also to facilitate the mapping out of the key elements of the Venue Emergency Response Plan.

When planning your venue decide what areas are restricted then mark them as such on your venue layout drawing

If there is no venue layout available a simple hand drawn layout should be used to illustrate the sport needs to the Event Manager