**Example Event Management Plan**

Disclaimer: This template is a guide only. It does not necessarily include all the information that may be relevant to your event.

As an Event Organiser, you are responsible for:

* Informing your relevant ACF adult volunteer about the event
* Seeking permission from the relevant landowner if applicable
* Ensuring the overall safety at your event as far as reasonably practicable
* Ensuring that a risk assessment is carried out
* Ensuring all members of your team/group are aware of the plans for the day, are fully prepared, know what their role is and can carry it out.

Event Organiser Details (example)

|  |  |
| --- | --- |
| Name | Cadet Andrew Smith |
| Organisation | Stonefield Detachment |
| Contact Tel No | 07994 444 444 |
| Location of Event | The Warblers Way walking route |
| Date of Event | Sat Sept 24th 2025 |

Names and Emergency contact details for all Team Members

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Tel. No | Email | Emergency contact | Relationship | Tel No. |
| John Roberts | 07544 000000 | jroberts@mail.com | Martha Roberts | Mother | 07544 111111 |
| Jenna Smith | 07845 876541 | Jenna.smith@test.com | Jackie George | Foster parent | 07653 891872 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Names and information of any support members

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Tel no | Email | Role | Emergency Contact | Relationship | Tel No |
| Sarah Coleman | 07651 555321 | Sarah.coleman@mail.com | Support Driver | Angela Coleman | Wife | 07991267777 |
| Hannah Evans | 07888 555555 | h.evans@yahuu.co.uk | Medical Support | Mike Sprout | Partner | 07666 451324 |
|  |  |  |  |  |  |  |

**Event Overview**

I am holding a sponsored walk along an approved walking route, Warblers Way, as part of the Take ACCTion challenge for ACCT UK. There will be 20 cadets taking part, with 2 adult volunteers and 1 parent taking on support roles.

We will walk 10 miles during daylight hours with regular rest stops. One adult will be us at all times with medical training although all the cadets taking part are also first aid trained. They will have a full medical first aid kit.

Food at our break stops will be provided by parents/carers for participants to be carried by each individual. Donations from a local supermarket will be used to refuel everyone at the finish line. Fully charged mobile phones will be carried by every adult and by the event organiser in the event of an emergency.

CONTENTS

1. Event itinerary
2. Site or route map (if applicable)
3. Appendices (for example, permission forms, correspondence from the venue, recipes for a bake sale)

Event Itinerary

|  |  |
| --- | --- |
| Start Time | 09.00  |
| Finish time | 13:00 |

|  |  |
| --- | --- |
| **Date/Time** | **Action** |
| Monthly meetings and weekly training | Ensure everyone is on track and ready for the event and that fundraising is taking place |
| Sept 23rd 12.00-17.00 | Food available for pick up from Tesco’s by Sarah Coleman. To be used at finish line |
|  | Check weather forecast |
|  | Contact all team members to check in and remind them to post on socials |
| Sept 24th 08.00 | Event organiser to arrive at event start by 08.00, ready to register all team members- event organiser to ensure contact list, including emergency contacts, is double checked before setting off and that all permissions are in the event file |
| Sept 24th 08.00 – 08.30 | Everyone taking part (regardless of role) to arrive  |
|  | Group photo to be taken and posted on socials with link to encourage donations |
| Sept 24th 08.30-09.00 | Equipment check, final weather check |
|  | Event organiser to give health and safety briefing, asking everyone to watch out for any hazards and report them to the event organiser or adult, to ensure they let one of the two of them if they have any issues, pain or feel unwell |
| Sept 24th 09.00 | Check in with the first designated team member, who will check the route slightly ahead of the rest of the team  |
|  | Team to set off with lead team walker taking point to check route |
| Sept 24th 10.00 | Take a break for 15 minsSwap out the team lead walker, first walker to walk with the rest of the group |
| Sept 24th 10.15 | Start walking again |
| Sept 24th 11.15-11.45 | Stop for a food and drink break |
| Sept 24th 11.45- 13.00 | Last leg of the walk- new lead team walker to take point |
| Sept 24th 11.45 onwards | Parents/carers who have agreed to volunteer to organise food and drink at the end point, to start setting up. Collect Tesco donation from Sarah Coleman (also support driver in case needed so if there are issues and delays of any kind, event organiser to contact volunteer lead for food and drink and advise). |
| Sept 24th 12.30-13.00 | Group to finish walk |
| Sept 24th 13.00 onwards | Food and drink provided to everyone and parents/carers to come and meet their young person, or they can make their own way home with the correct permission on file with the event organiser. |
| Sept 25th  | Post pictures and video taken over the event along with a link to the fundraising page ONLY where permission to share publicly has been given in writing |

The above is just one format for example. There are no specific rules on how you present an event plan just that it works for you and of actual use… another example would be:

**Event Day- Morning Schedule for the ACF Ball**

9am Arrive on site and meet with lead hotel event staff member

9.30am Room inspection, check all tables and chairs are on site

9.40am Delivery of flowers for table by M.N Floral (Tel no. 07665 414215 in case of issues)

9.45am Goody bags and goody bag gifts to be delivered by donor Moonbeam and Might. Contact Charles Weatherly 07887 564453

10am Auction company to arrive on site to set up

10.45-11.45am Auction prizes privately donated by local businesses and friends of the ACF to be delivered

10.45am Rest of team to arrive on site to set up auction tables and fill goody bags

* Give briefing to team about the schedule for the day including directions to tea and coffee and location of restrooms and their role throughout the day eg. Parking attendant, coat check, auction payment, cashier for cash donations, raffle ticket seller and so on
* Set cashier(s) up in a lockable room for safety. Get them to set up cash float for the raffle, and set up what they will need for the event e.g money bags, paper and pen or laptop to keep track of all totals (including card payments) and cash donations

12pm Everyone breaks for lunch - hotel to provide as part of the package

And so on…. Just create a step by step guide of how the day will run so you have a timetable to work on to ensure a successful event!

Make sure that you can access your event plan on the day, whether on a device or a printed copy and that any other documents you may need are also available. For example, if you have hired a venue, have a copy of your rental agreement; if you have a contract with a supplier, have a copy of it. Make sure you have contact information for everyone involved (including emergency contact information) in case of an issue, such as they have not arrived on time, or you need someone to pick something that has been forgotten or missed on their way. If you are taking on a walk, do you have a map of the route and emergency access points? If so, then make sure it’s with your event plan.

You can also include a list of post event items that you need to complete, such as a list of contacts that need thank yous, returning items you have borrowed, arranging with an adult going to the bank to deposit any cash and emailing ACCT UK to let us know how your event went, sharing pictures and videos and your final total. We can’t wait to shout about all you have achieved on our socials!

If you have any problems or questions, then please do contact us at fundraising@acctuk.org we are here to help support you to **Take ACCTion**!