

• **S**afety **A**dvisory **G**roup  
**Organisers' Questionnaire**

1. Type of event, e.g. parade, fun day, protest, road race, fundraiser, etc

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2. Date(s) of event \_\_\_\_\_

3. Time of event \_\_\_\_\_

4. Name and address of organisation

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5. Event organiser(s):

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

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Home phone \_\_\_\_\_

Home phone \_\_\_\_\_

Work phone \_\_\_\_\_

Work phone \_\_\_\_\_

Mobile \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

6. Location of event / proposed route. Please attach plan or route where relevant.

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7. Have you organised/held this event previously? YES NO

If yes, please give details \_\_\_\_\_

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8. Number of persons expected to participate in the event/attend? \_\_\_\_\_

9. What information is this figure based on? \_\_\_\_\_

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10. Assembly point (if applicable) – location, time / date of assembly

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11. Parking facilities in vicinity of assembly point\_\_\_\_\_

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12. Dispersal point (if applicable) – location, expected time / date

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13. Parking facilities in vicinity of dispersal point\_\_\_\_\_

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12. Will event be held in daylight or in darkness? DAYLIGHT DARKNESS BOTH

13. Are any special arrangements necessary with regard to lighting? If so, what?

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14. Has permission been granted for private property to be used in connection with this event? YES NO

If yes, please give details\_\_\_\_\_

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15. Are any organisers likely to demonstrate in opposition to the event? YES POSSIBLY NO

If yes or possibly, please give details\_\_\_\_\_

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16. Name of person(s) with overall responsibility during the actual event\_\_\_\_\_

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17. Contact details and location on the day of the person(s) named above\_\_\_\_\_

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18. Please give details of support being organised e.g. stewards, first aid etc.

First aid provision\_\_\_\_\_

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Pick up vehicle \_\_\_\_\_  
\_\_\_\_\_

High visibility clothing \_\_\_\_\_  
\_\_\_\_\_

Stewards \_\_\_\_\_  
\_\_\_\_\_

Communications (Radio/ Mobile phone) \_\_\_\_\_  
\_\_\_\_\_

Stewards' names

Mobile Phone No.

\_\_\_\_\_  
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\_\_\_\_\_  
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19. Give details of the arrangements made for briefing stewards about their roles and duties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Details and status of any invited guests to attend \_\_\_\_\_  
\_\_\_\_\_

20. Is the event local, regional or national?    LOCAL    REGIONAL    NATIONAL  
If regional or national, please give details \_\_\_\_\_  
\_\_\_\_\_

21. How has the event been advertised? Locally or nationally? Give details \_\_\_\_\_  
\_\_\_\_\_

22. Will the media attend the event? (Will the event be televised? Are the Press invited? How many?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Who is financing the cost of holding the event \_\_\_\_\_

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24. Has a risk assessment for the event been completed? YES NO

25. Do you have public liability insurance? YES NO

If yes, please give name and address of insurers, indemnity value and insurance number \_\_\_\_\_

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26. Is there food and drink being served at the event? YES NO

If yes, please give details of type of refreshment(s) and persons providing

| Food/Drink | Supplied by | Contact Phone No. |
|------------|-------------|-------------------|
| _____      | _____       | _____             |
| _____      | _____       | _____             |
| _____      | _____       | _____             |
| _____      | _____       | _____             |
| _____      | _____       | _____             |
| _____      | _____       | _____             |

27. What arrangements have been made for waste disposal? \_\_\_\_\_

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28. Who is responsible for waste disposal? Please give name, address and contact details.

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29. Will there be music or other sound broadcast at the event? YES NO

If yes, please give details including the name, address and contact details of the person responsible for it

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30. Are temporary supplies of water, electricity or gas to be brought to the site?

Water YES NO  
Electricity YES NO  
Gas YES NO

Details, if applicable, of suppliers, addresses and contact details \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

**Event** \_\_\_\_\_

**Date of event** \_\_\_\_\_

**Organiser** \_\_\_\_\_

**Contact no** \_\_\_\_\_

**Date sent out** \_\_\_\_\_

**Date returned** \_\_\_\_\_

**Invited to meeting** \_\_\_\_\_

**Meeting Date** \_\_\_\_\_

**Attended YES NO**

**Details discussed** \_\_\_\_\_  
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**Recommendations made** \_\_\_\_\_  
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