

TIPS FOR PLANNING OUTDOOR EVENTS

No matter what kind of public event you're planning, it is vital to start planning well in advance of your proposed event date. Follow the steps we've outlined below to make sure you don't leave anything to chance.



STEPS FOR PLANNING OUTDOOR EVENTS

STEP 1 FEASIBILITY

Before going any further with your plans, you should first address the feasibility of organising the event at the planned date and venue, by considering the following issues:



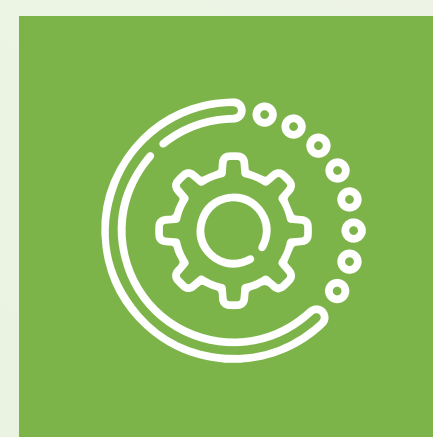
- Determine whether there are competing events planned to take place at the same time/in the same area
- Look into potential sponsorship opportunities
- Marketing strategy
- Public Liability Insurance and Employers' Liability Insurance (venue owners may also request specific insurances and indemnities)
- An estimate of available funds, income and expenditure (many costs may not be apparent until you begin the detailed planning of your event)
- Suitable venue availability
- Contact with relevant bodies and agencies, e.g. local residents, An Garda Síochána
- Availability of resources, e.g. time, people, equipment and finances

STEP 2 PRE-EVENT PLANNING

Potential elements you may need to consider include:

PHASE 1: BUILD-UP AND LOAD-IN

- Venue design
- Selection of competent, experienced and suitably qualified staff, contractors and subcontractors
- Construction of structures
- Safe delivery and installation of equipment and services



PHASE 2: OPERATIONS

Management Strategies for:

- Crowds, Transport, Welfare, First Aid, Contingencies, Fire, Major Incident etc
- Secure site to minimize the risk of assaults or attacks
- Equipment and services



PHASE 3: LOAD-OUT AND BREAKDOWN

- Safe removal of equipment and services
- Removal of structures
- Rubbish and waste removal
- Remedial works



STEP 3 RISK ASSESSMENT AND MANAGEMENT

You are legally required to undertake a thorough risk assessment of any hazards that could cause harm to your staff and/or members of the public attending the event.



STEP 4 LICENCES AND PERMISSIONS

As the event organiser, it is your responsibility to ensure that you are in possession of any required licences, permissions, or approval on the day of the event.



STEP 5 CONTRACTORS AND SUPPLIERS

If you hire contractors to undertake construction, installation or maintenance tasks, ensure that they are suitably qualified and insured and that they adhere to the highest standards of health and safety.



STEP 6 VENUE SAFETY

The site of your venue needs to be large enough to accommodate the size of the audience expected, as well as the space that will be occupied by structures, the activities and the facilities provided. The suitability of the site will also depend on the ground conditions, access routes, the provision of services, and environmental concerns such as noise disturbance.



PLANNING OUTDOOR EVENTS WITH OUR RANGE OF PRODUCTS

When it comes to ground conditions, Ground Protection Ireland has you covered — our range of products can help take some of the stress out of outdoor event planning.

ALUMINIUM TRACKWAY PANELS

Temporary roadways that enable the heaviest industrial vehicles to safely access the most challenging environments.



TERRATRAK PLUS

The ultimate single-solution, heavy-duty flooring for protecting natural and synthetic ground before, during and after large-scale events and gatherings.



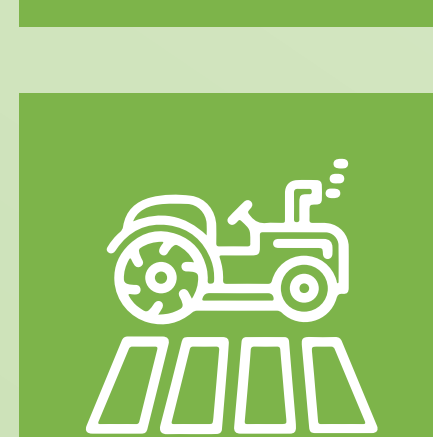
TUFFTRAK

The ultimate heavy-duty mat for temporary roadways and work pads. Perfectly suited to soft, wet ground, TuffTrak can support vehicles weighing up to 150 tonnes.



GROUND MATS

A versatile and time-effective temporary access solution that allows pedestrians, vehicles and small to medium plant machinery to access and traverse soft and uneven terrains.



START PLANNING OUTDOOR EVENTS TODAY



If you need to organise any large-scale event — including concerts, festivals, markets, fairs and matches — our ground protection products and temporary access solutions are the answers to many of the issues you may face.

Get in touch with us today on **+353 1 862 3692** or at **info@groundprotection.ie** and take some of the stress out of planning outdoor events.