Event Management Plan for Private Residents Street Party

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| To be held on (date)  |  |
| At (address)  |  |
| Between the hours of  |  |
| **Street Party organisers** **Main contacts** (inc tel numbers)  |  |
| **Other local events on this date** *\*How we know these events won’t impact our own (or if they will, what we are doing to mitigate them)*  |  |
| **Consultation and feedback** *\*How we contacted our neighbours and what they said.*  |  |
| **Audience** *\*Who we are inviting to our street party and how.* *How we will make sure it doesn’t attract big crowds or anti social behaviour.*  |   |
| **Emergency access***\*How we will make sure emergency vehicles can get through.* |  |
| MARSHALS  |  |
| CHAPTER 8 TRAINED PERSON |  |
| **SCHEDULE** |
| Previous day |   |
| SET-UP  |  |
| EVENT DURATION  |  |
| EVENT ENDS *\*How we will make sure the road is cleared safely and the congregation of people is dispersed.*  |   |
| AFTER THE EVENT  |  |

Marshal briefing

The role of the marshal is crucial to ensure the safety and wellbeing of all involved in street party. Please read these instructions thoroughly.

Your role is to:

1. Be present while the road is closed and reopened, never exposing yourself to danger from oncoming traffic. At the end of the session, ensure all residents understand that things are returning to ‘normal’ before re-opening the road.

2. Stay visible, alert and safe. Wear a hi-viz jacket. Position yourself for maximum visibility to oncoming traffic and awareness of the activities inside and outside of the closure area. Within reason, avoid any distracting conversation or activity.

3. Divert through traffic. Stay calm and friendly yet assertive. Explain briefly what is happening and how long it lasts. Suggest an alternative route. If needed, be clear that this is a legal road closure and residents have been fully consulted.

4. Marshals must not attempt to control motor vehicle movements (e.g. flag, slow, stop or otherwise direct traffic on the highway)

5. Allow emergency vehicle access. If emergency vehicles need to come through, you will temporarily clear the closure and guide the vehicle through, giving advance warning to residents in the closure area.