

Example Street Party event plan

Use these headings and guidance to create your Event Plan.

Event organiser

- Include event organisers name and contact details, their telephone number.
- In this section also provide a confirmation on consultation with all the properties affected by the closure and advise whether all were in support/whether anyone objected and how their access will be managed on the day of the event.
- Also consider that the road closure won't stop any legal parking on the road, so your plan has to account for this

Road closure signage and placement

Include information on who and at what time will be setting up a road closure and/or diversion, who will be removing the signage and at what time.

- Ideally a named person would be best to have for this section.
- Provide information in relation to your signage –
 - are you going to hire (if you have details please advise) or have the signs printed?
- Confirmation in relation to compatibility with Traffic Signs Regulations and General Directions 2016 is also required

Emergency access

In this section, please include the details as to how emergency access will be provided during the event.

- Will you have a person monitoring closure point/s so that the road closure can be moved to allow emergency access/egress?
- Will the tables be put on one side of the carriageway so there is always room for vehicle to get through in case of emergency?

- Are you thinking on having some marshals/ambassadors that can be identified should an emergency occurred, and a resident needed to get out?

Breakdown of the event

In this section include the timings of the running order of the day. Example below:

Activity	Time
<i>E.g. Road closure signs and diversions in place</i>	<i>8am</i>
<i>Set up starts</i>	<i>12pm</i>
<i>Event opens</i>	
<i>Games</i>	
<i>Event closes</i>	<i>5pm</i>
<i>Clear up</i>	
<i>All road closure and diversion signs removed</i>	<i>7pm</i>