

**Safety Advisory Group  
Organisers' Questionnaire**

1. <b>Name of event:</b>			
2. <b>Type of event</b> e.g. parade, fun day, protest, road race, fundraiser:			
3. <b>Date(s) of event:</b>			
4. <b>Time of event:</b>			
5. <b>Location of event / proposed route</b> (please attach plan or route where relevant):			
6. <b>Name and address of organisation:</b>			
<b>7. Event organiser(s):</b>  Name: Address:  Postcode:  Home phone: Work phone: Mobile phone: E-mail:	Name: Address:  Postcode:  Home phone: Work phone: Mobile phone: E-mail:		
<b>8. Services and attractions:</b> to help us get as clearer picture of your event, please indicate with a tick (✓) what services and attractions you plan to have at your event. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Fairground / amusement rides            Inflatables / bouncy castles            Arena events / shows            Car boot sale            Stalls and exhibitions            Temporary staging            Marquees / tents            Portable generators            Scaffold structures            Temporary water supplies         </td> <td style="width: 50%; vertical-align: top;">           Food and refreshment concessions            Bar / alcohol            Barbecue            Live music / sound broadcast            Fireworks / pyrotechnics / bonfire            Fencing / barriers            Temporary toilets            Public address / sound system            Temporary lighting            Temporary gas supplies / LPG         </td> </tr> </table>		Fairground / amusement rides Inflatables / bouncy castles Arena events / shows Car boot sale Stalls and exhibitions Temporary staging Marquees / tents Portable generators Scaffold structures Temporary water supplies	Food and refreshment concessions Bar / alcohol Barbecue Live music / sound broadcast Fireworks / pyrotechnics / bonfire Fencing / barriers Temporary toilets Public address / sound system Temporary lighting Temporary gas supplies / LPG
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Please specify any additional facilities and attractions not listed above:

If you have ticked any of the above, please give details of the supplier / contractor, their address and contact details in question 26.

9. **Previous experience:** have you organised this event previously? YES / NO  
If yes, please give details:

10. **Attendance:** how many people do you expect to participate in / attend the event? What information is this figure based on?

11. **Events on the public highway:** if your event is on the public highway, please provide details of the following:

Assembly point (location and time):

Parking facilities in vicinity of assembly point:

Dispersal point (location and time):

Parking facilities in vicinity of dispersal point:

12. **Permissions:** has permission been granted for private land to be used in connection with this event?  
YES / NO If yes, please give details:

13. **Demonstrations:** are any organisations likely to demonstrate in opposition to the event?  
YES / POSSIBLY / NO If yes or possibly, please give details:

14. **Responsible person(s):** please give details of the person(s) with overall responsibility during the event.

Name(s)

Contact details:

Location on the day:

<p>15. <b>Event support:</b> please give details of the support being organised for your event.</p> <p>First aid provision:</p> <p>Pick up vehicle:</p> <p>Stewards / security officers:</p> <p>High visibility clothing:</p> <p>Communications systems (radio / mobile phone):</p>
<p>16. <b>Briefing arrangements:</b> give details of the arrangements made for briefing stewards / security officers about their roles and duties.</p>
<p>17. <b>Invited guests:</b> please give details and status of any invited guests attending.</p>
<p>18. <b>Profile of event:</b> is the event of local, regional or national significance? LOCAL / REGIONAL / NATIONAL If regional or national, please give details.</p>
<p>19. <b>Media coverage:</b> has the event been advertised locally, regionally or nationally? Please give details.</p>
<p>20. <b>Media attendance:</b> do you expect the media to attend the event? (Will it be televised? Are the press invited?)</p>
<p>21. <b>Financing of event:</b> who is financing the cost of holding the event?</p>
<p>22. <b>Risk assessment:</b> has a risk assessment for the event been completed? YES / NO Please include a copy of your risk assessment with your completed questionnaire.</p>
<p>23. <b>Insurance:</b> do you have public liability insurance? YES / NO Please include a copy of this with your completed questionnaire.</p>
<p>24. <b>Waste disposal:</b> what arrangements have been made for waste disposal? Please</p>

supply name, address and contact details.

**25. Vehicles / floats:** if your event includes a mobile procession, how many vehicles / floats will there be?

Please supply the following details:

Vehicle type	Reg. No.	Driver's name	No. of people & type of display
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Please continue on a separate sheet if necessary.

**26. Details of suppliers / contractors:** if you have ticked any of the services / attractions listed in question 8, or supplied information on additional facilities or attractions, please supply the name of the supplier / contractor, their address and contact details below.

Type of service/ attraction	Name of supplier	Address	Contact details
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Please continue on a separate sheet if necessary.

27. **Additional information:** please use the space below to provide any other useful information or to expand on the details of your event.

**Please return this questionnaire to:**

**Antonia Pompa, Safety Advisory Group, Lifelong Learning and Community,  
Walsall MBC, Civic Centre, Darwall Street, Walsall, WS1 1TZ.**