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COURSE BROCHURE

# Event Risk Register and Contingency Planning Training Course

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Barcelona

**jupiterprime.uk**
info@jupiterprime.uk
Registered in the United Kingdom and Saudi Arabia

# Event Risk Register and Contingency Planning Training Course

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Event Risk Register and Contingency Planning is a 1-week training course for event organisers, venue managers and safety officers at conferences, festivals and public gatherings, who leave with an Event Risk and Contingency Pack. Larger audiences, volatile weather and long supplier chains make a written, tested contingency position a condition of hosting any public event. Jupiter Prime Training delivers this course on event risk register and contingency planning.

## Why Event Risk Register and Contingency Planning Matters Now

Three pressures shape event risk today. Audiences arrive in larger numbers and move faster between stages, halls and transport. Heat, wind and storms disrupt outdoor schedules more often. Organisers also depend on layered contractors, and one late or failed supplier can stop a whole show. An organisation that plans well protects attendees, reputation and sponsor confidence; one that does not faces injuries, refunds and closed venues. The course rests on recognised risk assessment principles, explained in plain terms.

## Who Gains Most from Event Risk Register and Contingency Planning

- Those who scope events and hold the overall risk position for organisers
- Those who run venues, halls and outdoor sites and their entry points
- Those who write safety assessments and brief stewards and medical cover
- Those who contract and coordinate staging, security and catering suppliers
- Those who lead the event control room on the day

An events unit that sends its organiser, venue lead and safety lead together gains most.

## Event Risk Register and Contingency Planning Capabilities

Participants turn scattered worries about crowds, weather and contractors into scored entries, owned actions and rehearsed triggers for changing or stopping an event.

- Build an event risk register with likelihood, impact and owner for each hazard — organiser sign-off
- Assess crowd density and flow at entry, stage and exit points — venue capacity decisions
- Specify weather thresholds and go or no-go triggers — schedule changes and postponement
- Test supplier resilience and fallback arrangements — contracting and insurance choices
- Design an on-the-day command structure with clear decision rights — control room staff
- Communicate contingency actions to attendees and partners — sponsors, emergency services and public

## Key Event Risk Register and Contingency Planning Terms

- Event risk register — The record of each event hazard with its score, owner and control.
- Contingency plan — Prepared actions to follow when a defined trigger occurs.
- Go or no-go trigger — A pre-agreed condition that forces a decision to continue, change or stop the event.
- Ingress and egress — The planned movement of attendees into and out of a venue.
- Event control room — The single point where event, safety and security leads take live decisions.
- Show stop procedure — The agreed steps to halt a performance or session safely and restart it.

## Event Risk Register and Contingency Planning Day by Day

### Day 1: Mapping the Event Risk Landscape

- Event Profile and Audience Characteristics — Setting the Scale of Planning Needed
- Site Plan and Venue Walk-Through — Spotting Pinch Points and Hazards Early
- Stakeholder Map of Organisers, Venues and Responders — Clarifying Who Decides What
- Hazard Identification Checklist for Conferences and Festivals — Building the Initial Long List
- Lessons From Past Festival and Exhibition Incidents — Avoiding Repeated Failures

### Day 2: Scoring and Recording Event Risks

- Likelihood and Impact Scoring Matrix — Ranking Hazards for Attention
- Event Risk Register Template — Owners, Controls and Review Dates
- Crowd Density and Flow Assessment — Capacity at Gates, Stages and Exits
- Security Threat and Vulnerability Screening — Access Control and Search Regimes
- Medical and Welfare Cover Planning — Matching Provision to Audience Profile

### Day 3: Weather, Suppliers and Cancellation

- Weather Monitoring and Threshold Setting — Go or No-Go Triggers for Outdoor Sites
- Supplier Dependency Map — Staging, Power, Catering and Transport Fallbacks
- Contract and Insurance Clauses Review — Allocating Cancellation and Delay Costs
- Postponement and Cancellation Decision Tree — Timing, Refunds and Partner Notice
- Scenario Cards for Common Disruptions — Building Contingency Plan Entries

### Day 4: Command and Communication on the Day

- Event Control Room Layout and Roles — Decision Rights During Live Operation
- Radio Protocols and Escalation Codes — Keeping Messages Short and Clear
- Show Stop and Partial Evacuation Procedure — Halting and Restarting Safely
- Public Address and Attendee Messaging Scripts — Directing Behaviour Under Pressure
- Liaison With Emergency Services — Handover Points and Joint Briefings

## Day 5: Practising the Event Risk and Contingency Pack

- Tabletop Exercise on a Storm Warning — Applying Weather Triggers
- Supplier Failure Drill — Activating Fallback Arrangements
- Crowd Surge Simulation at a Stage Front — Using Show Stop Procedure
- Debrief and Register Update Method — Capturing Lessons After Each Event
- Event Risk and Contingency Pack Completion — Register, Plans and Command Chart

## Applying Event Risk Register and Contingency Planning After the Course

- Score the next scheduled conference or festival in a fresh event risk register.
- Run a one-hour tabletop exercise on a weather or supplier failure scenario.

## Event Risk Register and Contingency Planning Questions FAQ

### What is event risk register and contingency planning, and why does it matter now?

Event risk register and contingency planning is the practice of recording event hazards, scoring them and preparing actions for when they occur. It matters now because larger audiences, harsher weather and long supplier chains leave little room for improvised decisions.

### Which roles gain most from event risk register and contingency planning training?

Event organisers, venue managers and safety officers gain most. They hold responsibility for attendee safety, contractors and live decisions.

### How does an event risk register and contingency planning course differ from a general event management course?

It focuses on hazards, triggers and command rather than agenda design, marketing or budgets. Participants spend their time scoring risks, testing contingency plans and rehearsing control room decisions.

### What do you bring back from event risk register and contingency planning training?

You bring back a scored register, contingency entries for weather, supplier and security disruptions, and a command chart for your next event.

## Event Risk Register and Contingency Planning: The Way Forward

The Event Risk and Contingency Pack first informs whether a planned site layout and audience size can go ahead as designed. Organisers, venue managers and control room staff use it before and during the event. After its first use, revisit the weather and supplier triggers, since real conditions often show which thresholds were set too loosely.