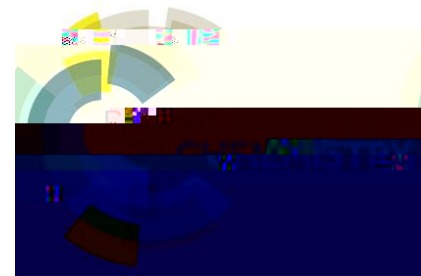


# BLUE EVENT Planning the event & checking the venue



## Event details

Event name:		Event date(s):	
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## Planning the event

Co-ordinate with the venue management, the presenter and any other relevant parties. The primary responsibility is on the person in control of the premises, but there is a legal obligation to co-ordinate and co-operate with them. Therefore, at least discuss with them:

- the nature of your event
- any special controls or arrangements necessary, such as ventilation, additional types of fire extinguisher, or use of non-venue electrical equipment
- emergency arrangements

## Comments