

CHECKLIST FOR MANAGING THE CROWD

5.1 *Anticipating the crowd*

Are methods in place to identify undesirable/disruptive elements in the crowd? Yes No

Has a method of estimating the crowd been identified? Yes No

5.2 *Getting the crowd to the event*

Are there any other events happening at the same time as your event which may impact on people getting to your event? Yes No

Are you encouraging people to use public transport if possible? Yes No

Have arrangements been made to deal with the possibility of more people turning up than were expected? Yes No

5.3 *Parking*

Have adequate parking arrangements been made for the expected crowd? Yes No

5.4 *Getting the crowd into and out of the event*

Is there a ticketing system to ensure that the venue will not be overcrowded or people turned away? Yes No

Is there a metering system in place, and if not, have you thought of implementing one? Yes No

Have you considered opening the venue early and/or delaying the closing to reduce crowding? Yes No

Have you ensured that crowds queuing do not block entrances, exits or pedestrian flows? Yes No

Are all entrances and exits clearly marked as such? Yes No

5.5 *Monitoring the crowd*

Has a method of monitoring the crowd been identified? Yes No

Do you know what monitoring is necessary? Yes No

Do you know where to position your staff within the crowd? Yes No

Have you identified any potential problem areas? Yes No

5.6 *Measures for crowd management*

Have you organised how the crowd is going to be distributed inside the venue? Yes No