Event proposal form

Use this form to give full details of your event. One should be used per location – create separate forms if necessary.

Where easier, use your own format ensuring all information requested below is provided.



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event title | | |  | | |
| Event organising company name and address (and  invoice address if different) | | |  | | |
| MINIMUM TIMESCALES  Please see our minimum timescales at the end of this form. Events that are unable to meet their deadlines will need to reschedule their shoot date(s). | | | | | |
| Start date\* | | |  | End date |  |
| Lead contact | | |  | Contact no. |  |
| ARRIVAL / LOGISTICS | | | | | |
| Event lead(s) *Names of those responsible who will sign-in/out.* | | |  | | |
| Delivery/arrival plan  *Detail how you will be delivering equipment. Be clear how you will not obstruct members of the public. List any large pieces of equipment.* | | |  | | |
| Parking/loading plan  *If parking has been agreed in principle, provide vehicle numbers, makes, dimensions and registration details. Attach a diagram where necessary.* | | |  | | |
| PREPARATION / STRIKE | | | | | |
| Detailed prep and strike activity timeline  *Provide a detailed timeline of your prep/strike activity. For each timing, provide a full breakdown of what you are doing and how. Include dressing requirements, and anything else that needs to be done to get the location ready. Insert or attach diagrams and pictures where useful.* | | | | | |
| Times | People number | Activity | | | |
|  |  |  | | | |
| Working at height during prep / strike  *Include information on all working at height (e.g. cranes, scissor lifts, ladders, rigging of vehicles, genie booms etc). Include methodology and PPE.* | | | | | |
|  | | | | | |
| EVENT | | | | | |
| Detailed event activity timeline  *Provide a detailed timeline of your event activity. For each timing, provide a full breakdown of what you are doing, where and how. Additionally, list any use of animals, child performances, stunts/fights, temporary structures (such as EZ-ups), celebrity appearances etc. Insert or attach diagrams and pictures where possible. If you are working on or near a railway line, outline how you will keep safe distances from overhead lines / platform edges / near to track.* | | | | | |
| Times | People number | Activity | | | |
|  |  |  | | | |
| Additional (new) requests  *Add any additional requests not already discussed through or agreed when meeting site representative. Not applicable if meeting has yet to take place.* | | |  | | |
| Camera and sound equipment list and plan  *List all camera equipment (if used) including quantities. Insert or attach diagrams and pictures where useful. Unlisted equipment will not be permitted access.* | | |  | | |
| Lighting equipment list and plan  *List all lighting equipment (if any) including quantities. Insert or attach diagrams and pictures to illustrate lighting and proposed cable runs. Unlisted equipment will not be permitted access.* | | |  | | |
| Other equipment and storage  *List all other equipment and quantities (e.g. barriers including type, magliners / trolleys). Insert or attach diagrams and pictures where useful. Unlisted equipment will not be permitted access.* | | |  | | |
| Working at height  *Include information on all working at height (e.g. jibs, ladderpods, MEWPS for rigging). Include methodology and PPE.* | | |  | | |
| Marshalling/security plan  *Please outline how you will manage security on site, including stewarding and marshalling members of the public. Include numbers of security on site and assigned duties.* | | |  | | |
| Holding areas  *For events involving large numbers, list where these will be held.* | | |  | | |
| Cleansing/waste plan  *Only clear plastic bags are permitted. These must be manned and kept away from public at all times. Explain your procedure to ensure no rubbish is left by the production.* | | |  | | |
| Other details  *Anything else relevant to the proposal which is not covered above. Include requests here (like changing light colours on King’s Cross concourse, adding station announcements, inviting press to event, advising / publicising of event in advance etc)* | | |  | | |

