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| Event Information |
| **Event Type:**  |  |
| **Event Date:** |  |
| **Event Details:** |  |
| **Prepared by:** |  |

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| Event Management Team |
| **Name** | **Position** | **Contact Number** |
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| Event Information: |
| **Expected Attendance**  |  |
| **Areas Open** |  |
| **Start Time** |  |
| **Finish Time** |  |
| **Code** |  |
| **Weather Forecast** |  |
| **Miscellaneous Information** |  |

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| Sample Time Schedule: |
| **Time** | **Activity** |
| **1.00pm** | Teams arrive at dressing rooms  |
| **1.30pm**  | Warm Up |
| **2.00pm** | Throw In |
| **3.15pm** | Match Ends |
| **3.45pm** | Teams leave dressing rooms |

**(N*.B Amend the above to reflect the event or game)***

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| Pitch Details: |
| **Warm Up Location** | Pitch no.1  |
| **Pitch Layout** | Standard Adult Pitch |
| **Goals to be used** | Fixed Goal Posts |
| **Barriers/Cordons** | Secure fence around perimeter of pitch. |
| **Emergency Access** | All emergency gates open and unblocked |

**(N*.B Amend the above to reflect the clubs layout)***

## Pitch Layouts: (for multiple games) or Event layout



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| Security & Parking |
| Team buses to park beside main dressing rooms.Car park open and stewards operational to assist with parking.Special Needs parking available and to be kept clear of unauthorised use.Stewards in place monitoring access and egress to the club grounds and pitch areas.Other stewarding locationsGardai notified of eventEmergency Services notified of event.No authorised parking to disrupt local community.  |

**(N*.B Amend the above to reflect the event or game)***

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| Stewarding |
| No. of StewardsRadio communications noSteward locationsPPE |

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| Access |
| Access via main gatesStewards to assist with access |

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| Egress |
| Egress via main gates & side gatesStewards to assist with egress. |

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| Emergency Evacuation: |
| **Assembly Point Location** | **Site Specific location** |
| **ESB Emergency Number**  | **1850 372 999** |
| **Gas Emergency Number** | **1800 205 050** |
| **Ambulance/Fire/ Garda** | **999 or 112** |
| **Event Controller**  | **Name & Number** |

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| Child Protection: |
| **Child Protection Officer** | **Name & Number** |
| The Clubs child protection/safeguarding policy must be adhered to at all timesAny other child protection controls |

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| Toilet Facilities: |
| **Male toilets Location** |  |
| **Female Toilet Location** |  |
| **Wheelchair Accessible Toilet Location** |  |

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| Medical Emergencies: |
| **First Aid Location** |  |
| **Fist Aider Name** |  |
| **First Aider Number** |  |
| **Nearest A&E** |  |
| **AED Location** |  |
| **Eircode of the Event** |  |

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| Catering: |
| **Shop Location** |  |
| **Tea & Coffee Location** |  |

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| Local Community: |
| Please be aware of the local community while the event is taking place. All patrons should be advised of the parking facilities at the grounds. If patrons do park on the street, please be mindful that clamping/fines maybe is in operation for illegally parked cars.Also please be respectful to residents and neighbours before, during and after the event. |

**(N*.B Amend the above to reflect the event or game)***