|  |  |  |
| --- | --- | --- |
| **Workflow Name** | Event Prep Master | |
| **Description (Optional)** | This procedure shall be completed 48hours before any events. | |
| **WORKFLOW STEPS** | | |
| **Step Instruction** | **Step Mandatory (Yes/No)** | **Help Text(Optional)** |
| Confirm with event manager on final event requirements and special needs. Provide link to event preparation contract. |  | View event booking calendar. On the calendar, link to event contract. |
| If required by the event, engage Energy team for pre-event check. |  | Any cabling on special electricity supply? Backup generators ready? |

|  |  |  |
| --- | --- | --- |
| **Workflow Name** | Event Prep Fire/Safety | |
| **Description (Optional)** | This procedure shall be completed 48hours before any events. This procedure is for Convention Centre buildings. | |
| **WORKFLOW STEPS** | | |
| **Step Instruction** | **Step Mandatory (Yes/No)** | **Help Text(Optional)** |
| Curzon Hall Lobby Court West external Gates can be unlocked remotely. |  | 3 gates labelled as: Door 2, 3, 4. |
| Curzon Hall Lobby staircase pressurisation can be triggered from fire alarm. |  | Must inform control room if triggering fire alarm. |

|  |  |  |
| --- | --- | --- |
| **Workflow Name** | Event Prep Security | |
| **Description (Optional)** | This procedure shall be completed 48hours before any events. | |
| **WORKFLOW STEPS** | | |
| **Step Instruction** | **Step Mandatory (Yes/No)** | **Help Text(Optional)** |
| Threat assessment has been performed. |  | Link to security plan for the event. |