**Contingency Plan for the Event**

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| What if? | Back-up plan |
| Fire alarm | Evacuate the building leaving all the items behind and continue as normal after the fire alarm has been cleared |
| Injury | Deputy leader will cover their job while they get sorted out |
| Venue is booked | We will have to find a backup place for our venue to take place |
| The Product is late | We would have to think of a backup plan like running to the store and buying something |
| Supplies are overbooked or are in use | Make a list of inventories needed and get it in advanced to avoid any issues |
| Technical Issues on the day | We could make paper copies of our plan to avoid the technical issues |
| Overcrowding around our stall | We would make the students form a single file line and queue for products to prevent any injury of issues that could occur |
| Equipment fails or breaks on the day | We can ask others around to get spare equipment such as tables and chairs in case they break |
| Person is late to the event | Contact the person and see what their ETA is and have the deputy to cover for their job until they arrive |