**The Roles and Skills of an Event Planner**

**Introduction**

In this report, I'll go over the elements, procedures, and legal requirements needed to plan an event and why they're crucial because they all contribute to making the event come together from the planning of the event to the legal requirements that prevent businesses from skipping crucial steps that could result in serious problems or injuries to their employees or guests. The procedures are also legal requirements because safety measures must be put in place.

**Organising**

The importance of organisation for an event is to ensure that everything can be planned in time for the event and allows for mistakes to occur without major disruption to plans as you have time.

Venue

is a location that hosts events like concerts, weddings, or sporting contests. This is crucial because we must consider the amount of space required based on the number of attendees. This issue can be resolved by estimating the number of guests and searching for a venue that can accommodate them.

Planning and reserving facilities

Planning and reserving facilities is the procedure of locating, planning, and securing the facilities, tools, and services required for a function or activity. To ensure that the event complies with health and safety regulations and that the guests have a good time, this is crucial.

Catering

is the act of serving food and beverages at a social gathering or other event. This is crucial to consider because different people may have different dietary needs and/or allergies, and a variety of food and drink is recommended to promote inclusivity.

Location

The Location of the business is very important as this could influence the amount of income you make at the event and if it convenient for the attendees to get to such as is there parking at the venue or is there easy access for people to get there is it in a remote area as such a middle of a forest it might be difficult for attendees to get to the event location.

Setting up the programme - is the process of planning the event's timetable. This is crucial because it outlines the events' activities, tasks, deadlines, and resource requirements. The planner may then choose how they want the day to proceed; without the timetable, they would become disoriented. Additionally, it enables the scheduler to select the order of the activities to ensure that everything is as they need it to be.

Preparing and distributing documents - is the process of drafting, printing, and distributing documents that are required for a variety of tasks, including contracts, invitations, and event reports. This is crucial since it keeps everything ordered and improves the effectiveness of managing the event. The creation and distribution of documents is an essential component of event planning since it assists in communicating to partners and attendees the purpose, timeline, and expectations of the event.

Contracts - is a contract with legal standing between two or more parties about the exchange of commodities or services. A lot of event planners opt to work without an agreement in place. (From "Why Is It Always Important to Use a Contract If You Are an Event... - Indy") Although a verbal agreement may be acceptable, it is usually preferable to have a written document describing the terms and conditions of your service. Without a written agreement, it might be difficult to enforce a bargain, and certain situations can present difficulties from which you'll want to shield yourself, such as liabilities, losses, damages, and expenses. This is crucial because it prevents misunderstandings or conflicts.

**Investigating current legal requirements**

Contractual - pertaining to or comprising a contract. This is significant since it aids in protecting the interests of the parties and defining their rights and obligations. A contract is frequently used by event planners since it helps to protect both their interests and the client's expectations. A contract also helps to avoid problems that may arise throughout the event planning process, such as miscommunications, disagreements, and legal difficulties.

Health and Safety requirements - Employers are required by law to ensure the wellbeing, health, and safety of both their staff members and visitors. This is crucial to ensure that everyone involved is safe from harm and that the event is enjoyable rather than dangerous. Additionally, if a visitor is hurt, they might file a lawsuit, which would harm the company's reputation.

Age restrictions - This is the minimum age at which a person may or may not be admitted to the event. This is crucial because some age groups might not be appropriate for the event. This issue can be resolved by providing activities for people of all ages, such as a station just for kids, to increase the number of visitors and guests.

Consumer protection - is the defence of consumers of products and services against unfair business practises, such as misleading advertising and dangerous working conditions. This may be avoided by making sure your event is held in a pleasant location, your advertising is truthful, and you do your best to deliver the experience you've promised.

**Setting up organisational procedures**

Risk assessment - is the process of identifying and assessing potential risks and hazards and putting appropriate controls in place to lessen or eliminate them. This is crucial since it makes it easier to comply with legal standards and prevent illnesses, losses, and injuries. Additionally, it is crucial for emergency planning and ensuring everyone's safety, including visitors, employees, members of the general public, and contractors. Certain

Activities necessitate a specific level of fitness, particular equipment, self-awareness, and life skills. It is hard for the event organiser to know everything about each attendee, including how well they might handle the activity and what tools and abilities they might possess. The only approach is to generalise and base assumptions on someone's age because the more experienced someone is, the older they are. Of course, there are circumstances in which a 14-year-old is more capable and prepared than an 18-year-old, but the likelihood is that the opposite is true.

Security procedures - a predetermined series of required actions that carry out a certain security task or function. "Security Procedure - an overview | ScienceDirect Topics" This is crucial since it gives the event coordinator complete control over the proceedings, and the security ensures that everyone has a great and safe time at the event. Additionally, it is crucial since it helps to protect everyone involved in the event from threats including vandalism, crowd management, active shooters, fires, and terrorism. It can aid in upholding moral and legal commitments, preserving the event's reputation, and protecting its brand.

**References**

**Wikipedia:** [**https://wikipedia.com**](https://wikipedia.com)

[**https://weareindy.com/blog/why-is-it-always-important-to-use-a-contract-if-you-are-an-event-planner**](https://weareindy.com/blog/why-is-it-always-important-to-use-a-contract-if-you-are-an-event-planner)