

## **Useful Information for Site and Crowd Management**

### **Event clean up**

You are responsible for clearing the site once your event has finished.

This includes:

- dismantling any temporary structures, stalls and equipment
- removing waste
- taking down signs
- removing any site decoration

You will need to ensure that the site is inspected and any defects are made good.

You should hold a meeting with everyone involved as soon as possible after the event to discuss what went well, what didn't and how things could be improved for your next event.

It's also worth taking the time to write thank you letters to all the staff and contractors involved in the event. You may need their help in the future, and a thank you goes a long way.