

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

### **Event Security**

If your event is large, you will probably need to employ a professional security company. If you decide to do this, you should ask for references so you can check how well they managed a previous event. All security personnel must be trained and registered with the Security Industry Authority (SIA).

You will also need to let the police know about your event.

Your security personnel should deal with any money you take on the site from ticket sales. It should be collected at regular intervals by at least two people, but the routes and times should vary.

You can reduce the amount of money that needs to be taken on the site if you sell advance tickets, which will also help avoid queues on the day and give you an idea of the numbers attending. If you plan to offer advance ticket sales, you will need to check whether you will be liable for VAT.

If you will have trade stands on your site, you need to make it clear at the outset that exhibitors are responsible for their own equipment and property. They should remove everything of value from the site at the end of each day.