**Briefing Document**

**General Information**

**Event Name**

**Date**

**Location**

**Event Time**

**Shift Times**

**What to Wear**

Include what the people working the event will need to wear e.g. long pants, closed toe shoes, etc

**Your Role on the Day**

Mention what is expected of the person on the day e.g. greeting people, handing out name tags

**Staff/Volunteer Provisions**

What food, drink or uniform will you be providing your staff or volunteers with, if anything

**First Aid**

Where can people go for first aid?

**Car Parking**

Where will staff be able to park their car during their shift. If there is no parking you should mention that here

**Key Contacts**

Key contacts include:

* Event organisers
* Venue
* Security
* Emergency services

**Roster**

Include a roster that shows who will be doing what and when they will be doing it.

**Venue map/Pub crawl route**

It is good to include a map of the venue/pub crawl routes so that everyone knows where they need to be.

**Activities/Games**

Mention if you are having any activities at your event e.g. live music, photobooth, competitions

**Risk Management**

Include a basic overview of your risk management here, focussing on the more common incidents and what to do e.g. what to do if someone trips over, drinks too much, etc

**Important Information**

Include any other important messages that people need to know

**Key Safety Messages**

Mention any important safety messages that people will need to know. e.g. this is an 18+ event