

## Step 2: Form a Team

You may find that it will help to get your idea off the ground if you have an **events team** or a **committee**. It's a good idea to establish team roles and responsibilities. For large or complex events you may need both: the committee to steer the event planning on a more strategic level, and a more practical delivery team to make things happen.

You will need the right mix of skills and expertise and the right number of people. Having clear expectations and agreements set up in advance, and clear communication will help reduce problems later on.

Some typical roles and responsibilities within an events team include:

**Project management:** someone to act as the main point of contact and to have overall responsibility for the planning and running of the event.

**Treasury:** someone will need to take responsibility for managing the budget throughout the planning process, including the bank account, cash flow, invoices and payments to suppliers; and on the day, including cash handling and security.

**Marketing:** the event will need to be promoted in order to attract your target audience, and it's useful to have someone on board with some experience of this.

**Safety:** it is essential that safety is considered throughout your planning so that risk assessments can be taken and all safety and security measures put in place to ensure the safety of everyone at the event, including the public.

You may need people with specialist skills or knowledge; and you'll need enough people on board to cover the anticipated workload – both in planning the event and helping out on the day.

If you need to recruit paid members of staff, you will have legal responsibilities as an employer. Further information about employing people is provided on the UK government website – [www.gov.uk/browse/employing-people](http://www.gov.uk/browse/employing-people).

## **Volunteers**

It's likely that you will need to involve or delegate some activities to volunteers.

In selecting volunteers, think about what they are looking to get from being involved – they are giving up their time, so make sure this is recognised in some way. In the same way as paid members of staff, it's important to set out expectations at the start, including involvement in planning meetings; and agree working times and requirements.

## **Training**

Identify any training needs to make sure everyone in the team is competent and confident in performing their role.

Training could be formal or informal; group or individual. You can use your *Event Plan*, that you will develop later on, as a tool to help deliver training: making sure everyone involved in running the event has an understanding of the overall event; the safety plans and emergency procedures, sustainability plan, customer service and site or venue management. It's a good idea to keep training records, especially in health and safety training.

## **Becoming Constituted**

For particularly large events, you may need to set up an organisation or register a company, for example if you need to have a formal constitution in order to apply to certain funding organisations, or to contract with certain organisations.

The Bridgend Association for Voluntary Organisations (BAVO) supports and promotes voluntary organisations in Bridgend County Borough and has a wealth of knowledge and experience in advising community groups to formalise their activities, visit [www.bavo.org.uk](http://www.bavo.org.uk).

The UK Government website can also help, visit

[www.gov.uk/browse/business/setting-up](http://www.gov.uk/browse/business/setting-up).