

# Are You Arranging Your Corporate Event ?

The month of December is upon us with an influx of corporate parties and events. If you have the either enviable or perhaps unenviable role of arranging you Christmas party it would be rather late in the day if you still had not booked your security requirements. But assuming you all have and the event is just around the corner why not ensure you are really ready for it and tick off the following points

- Has the venue you are using got the required licences for the evening ?
- Has a Risk Assessments been carried out ?
- Are all suppliers Insurance Policies up to date and sufficient ?
- Have you had a site visit with your security company to establish the flow of guests and positions ?
- Do the Local Council / Police need to be informed ?
- Are you are aware of the surrounding area and the residents / businesses – potential conflict ?
- Is your ticketing / guest list organised and easy to follow ?
- Are all entry requirements and the reception area thought through so not to have a build up of guests ?
- Have you got all communication channels in place / hierarchy of staffing ?
- Do you need radios / ropes & posts / crowd control barriers / door clickers ?
- Have you confirmed number of guests and procedure for unexpected guests ?
- Is your cloakroom sufficient to deal with all bags and jackets in winter ?
- Will you need to search bags / jackets upon arrival ?
- Have you ideally positioned the



- cloakroom / food preparation areas to ensure access and flow of service ?
- Are there provisions in place for smokers to leave the building and come back in ?
- Do you need First Aid / Paramedics on site in addition to staff present who are qualified ?
- If High Profile guests are expected have you the security / provisions in place ?

The above is a selection of reminder points that can ensure that the event will run smoothly and should any eventuality occur you are prepared. As we at Red Carpet Security always say First Impressions Leave Lasting Impressions so It is better to have and not need than to need and not have. Have a great party !!

