

# What information does my security need to know

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SECURITY



## Working with your security company needn't be a task, with a few tips from Clayton Dean of Red Carpet Security

Employing and working with a professional security company is one of the key aspects of an event. Along with many of the other service providers, security harmonise and help maintain a peaceful, relaxed and enjoyable atmosphere.

Producing an event nowadays is so much more complex than it ever was, with the array of

facilities, services and products that are available. For any of these to work cohesively there is one thing that all involved need to have in common, and that is communication. Whether the communication is verbal, written or visual it has to be direct clear and concise. The organiser has to ensure that all areas are covered.

Any event organiser that has employed a security firm must provide them with the following fundamental information prior to the event, to ensure that all runs smoothly:

- A clear and precise brief of the event, start/finish times, ticketing procedures, guests list (clear and in alphabetical order), VIP lists and any expected guests.

- Details of all suppliers at the event must be given to the security ie. caterers, entertainers, photographers, productions companies, florists so that when staff arrive or if security need to find them they know who to ask for.

- The head of security must have the name

and mobile number of their main point of contact during the entire event for an emergency or unexpected situations

- An accurate description of the layout of the venue must be given, including the location of guest cloakrooms and toilet facilities. Along with allocated areas for the guests invited and VIP's.

- Clear instructions where security need to be positioned during the event must be conveyed, but ultimately the security company will finalise these details.

- Discuss risk assessment and all the details regarding evacuation and emergencies, in the rare event of fire or a terrorist attack, this should be done prior to the event anyway.

- Be advised of any other extra duties that security may be required to take care of, such as, at high profile product launches ensuring the security are aware of goods on display or areas of high risk. At private parties ensuring the children are not running riot or out of site.

It is most important that there is a representative there who can brief the security and not expect them to just be security and throw someone out if they too drunk, there is so much to the role nowadays and it still happens security are the first to get blamed because they are the first to get cut back on or they are just expected to know who should and shouldn't be given a bit of leeway.

