

Venue Management

Check Lists

A. General Introduction

CHECK LIST

- Agree in writing the conditions of use of each venue with each venue owner or management company
- Agree with each venue management company if any costs will arise from the use of the facilities.
- Agree a communication system with the venue management company team
- Obtain from the venue owner detailed plans of all areas of the facility (incl. offices & storage spaces).
- Cooperate closely with the venue management company, studying/evaluating all requirements and conditions.
- Study, plan and implement all spaces needed by the LOC & European Athletics.
- Create a Venue Management team within the LOC and allocate tasks according to expertise.
- Keep track of progress with all Venue Management areas.
- Draw up a 'production schedule' – a detailed plan of how the event site will be prepared, operated, set up and de-rigged.
- Include in this schedule: actions required, contractors/providers, timeframe/line, etc.

B. Venues

CHECK LIST

- Obtain from the venue management company all plans or maps that are needed by the LOC.
- Obtain from the venue management company emergency route maps and include them in all new maps.
- Appoint a member of the Venue Management team with specific knowledge to adapt these documents.
- Adapt the plans or maps to the needs of the European Athletics event.
- Share these documents with all LOC areas and European Athletics.
- Timeframe/line, etc.

- **Competition venues**

CHECK LIST

- Agree in writing with the owners or venue management company all areas and spaces to be used (incl. offices & storage spaces).
- Agree in writing with the venue management company the dates of availability of the facilities and its spaces (incl. offices & storage spaces).
- Obtain from all LOC departments and from also European Athletics their specific needs within the venues.
- Prepare detailed plans detailing the location and intended use of each space.
- Make these plans available to all LOC departments and to European Athletics.

- **Non-competition venues**

CHECK LIST

- Check with the relevant department of the LOC (normally Transport & Accommodation) the requirements of all other departments at non-sporting venues and plan accordingly.
- Visit the non-sporting venues to understand what needs to be done and where.
- Check the accessibility of these areas and necessary equipment for making deliveries.

C. Offices, Designated Spaces & Storage Areas

- **Offices & other Designated Spaces**

CHECK LIST

- Obtain from all LOC departments and also from European Athletics their needs for offices at the different venues.
- Locate and confirm the spaces with the respective departments.
- Negotiate the conditions of use with the venue.
- Draw detailed plans of the spaces and areas to be used.
- Plan and reserve the spaces as early as possible.
- Share these plans within the LOC and with European Athletics.

- **Storage Areas**

CHECK LIST

- ❑ Obtain from all LOC departments and also from European Athletics their storage requirements at the different venues.
- ❑ Provide exclusive and dedicated storage spaces for the competition department and for the Technical Partners of European Athletics.
- ❑ Locate and confirm the spaces with the respective departments.
- ❑ Negotiate the conditions of use.
- ❑ Plan and secure the storage areas within an agreed timeframe.
- ❑ Appoint LOC staff to be in charge of and responsible for the storage areas.
- ❑ Put in place a policy and recording system of what enters and exits the storage spaces.
- ❑ Plan ahead to ensure the efficient supply and storage of all equipment and materials.

D. Permanent & Temporary Constructions

- **Permanent Constructions**

CHECK LIST

- ❑ Overview permanent construction works.
- ❑ Check the contracted specifications during the process of and final acceptance of the construction work.
- ❑ Agree a detailed timeframe schedule with the contractors/provider.
- ❑ When planning constructions, keep in mind: cost reduction opportunities,, sustainability, security and visual impact.
- ❑ Conduct regular site inspections with those LOC and European Athletics departments involved.
- ❑ Fully inform the departments affected of the works to be carried out and the time schedules.
- ❑ All constructions need to take into consideration accessibility for spectators and especially for disabled visitors.
- ❑ Ensure that all necessary consents are obtained from the competent Authorities.
- ❑ Carefully record and retain all official paperwork documenting formal consents, etc.
- ❑ Ensure that the contractors provide all necessary official safety and other certificates required by law

- ❑ Carefully record and retain all official documents, certificates, inspection reports, etc. so that they are easily available for inspection by authorities if required.

- **Temporary Constructions**

CHECK LIST

- ❑ Obtain from all LOC departments their needs for temporary constructions at the venues.
- ❑ When managing construction contracts, keep in mind: cost reduction opportunities, sustainability, security and visual impact.
- ❑ Prepare structural drawings of all temporary constructions, using suitable software programmes, and share these with the respective LOC departments and European Athletics.
- ❑ Agree with the venue the start, finish and de-rigging dates.
- ❑ Plan carefully the programmes for all works and keep the departments affected full informed.
- ❑ Remember that the designs of all constructions need to take into consideration accessibility for spectators and especially for disabled visitors.
- ❑ Obtain all necessary consents required by law from local authorities and other bodies and ensure that all official requirements are satisfied.
- ❑ Ensure that all necessary safety and other certificates are received and are available for production to official bodies if required.
- ❑ Involve the Venue Design department at all stages so that the dressing of the venues is included in the planning.

E. Utilities

- **Power**

CHECK LIST

- ❑ Appoint a qualified electrician/engineer.
- ❑ Involve the venue management company.
- ❑ List the power needs of each area to have an overall picture.
- ❑ Ask for power supply/generator offers from experienced companies.
- ❑ Plan in advance the locations for the generators.

- **Cableways**

CHECK LIST

- A qualified electrician/engineer should plan all cableways in cooperation with the affected parties.
- Involve the venue management company.
- Check all plans with the departments affected.
- Ensure that the cableways are safe.

- **Lighting**

CHECK LIST

- Test the lighting systems in all relevant areas.
- Involve the venue management company.
- Refer to the technical information of EBU and European Athletics.

F. Signage

CHECK LIST

- Plan all venue decoration & signage needs
- Submit the plan for approval by European Athletics
- Build in sustainability
- Involve the venues in the planning

G. Sustainability

CHECK LIST

- Commit all departments of the LOC to sustainability
- Practise sustainability from the very beginning
- Refer to the European Athletics Sustainable Event quick Guide and [online tool](#)

H. Waste Management

CHECK LIST

- Produce an efficient waste management plan.
- Involve the sustainability department of the LOC.
- Check with the local authority