



Coventry Music Events Policy

Issue Date

The date of issue of this policy is 31st August 2025. This policy will be reviewed annually. *Previous issues from 2019 to 2023 can be found here [Coventry Music Events Policy 2019 - 2024.docx](#)

Review Date

Annually

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Introduction

Any event with pupils under 18 performing to the public within a public space, whether a fee is charged or not will be recorded and submitted through Coventry Council's Evolve system. Events exempt from the Evolve procedure include a 'sharing' which can be held within a school or secured space as part of a workshop or showcase to school/college/university/hub partner staff, parents, family or carers.

Coventry Music follows the **City Council Educational Visits Guidance** for all trips/ tours and the procedures and paperwork outlined in this policy must be completed in accordance with this.

Coventry Music Expectations from Core Staff, Group Leaders, Tutors & Hub Partners

- Ensure all artists performing are aware of Coventry Music's expectations and the representation of organisations and partners involved in events.
- As a duty of care, all supporting adults are to sign in AND sign out with a Coventry Music member of staff before leaving the event and or venue.
- Group leads, supporting tutors, and Hub partners, please ensure you remain with your band, groups, and artists during their allocated arrival and performance slot.
- Adhere to Coventry Music's specific Risk Assessment for the event. *PDF RISK ASSESSMENT WILL BE INCLUDED TO ALL COVENTRY MUSIC MEMBERS AND PARTNERS WITHIN EVENT PACKS ISSUED.*
- Adhere to Coventry Music's Safeguarding policy.
- Specific events will require children and young people to use the backstage area **30 minutes** prior to performance and to vacate area within **15 minutes** after performance. *This is to support staffing ratios of chaperones to children expected by Coventry City Council's Child Licencing Team.*
- **IMPORTANT: Coventry Music will not be accountable to any losses or damages.**

Guidance for Planning an Event

When running an event to the public or as a workshop the following procedures and documents will be required for Coventry Music.

Budget & Staffing – Prior to an event being organised, costings of venue hire and staffing numbers plus availability will be discussed with Coventry Music Leads and Business Management. Developing staff roles, chaperoning, running time and delivery of any equipment and/or transportation will all factor into costing of an event and should be considered firstly before moving forwards. From this point onwards a Coventry Music Events Checklist will be started and updated leading up to the event to enable admin support requirements.

Site Visits – Attending a meet and walk of a venue with a member of the team who will be present or have communications with staff supporting the event. This site visit allows the event organiser to assess the space, discuss venue policies and procedures and most importantly assists the on the writing of the risk assessment required. *Note – only persons who have attended the site visit should be carrying out and completing a risk assessment.

Risk Assessments – Detailing all risks that could happen before, during and after an event, the risk assessment must include the following:

- Proposed running times
- Staff/supervising adults attending

- Phone numbers of Coventry Music staff
- First aid trained members of staff named

Note – new policies no longer require levels of risks applied to the assessments. All risks are considered of the same merit.

Coventry Music provides a generic template for live performances for staff guidance, which requires staff to use from 2019. Before submitting the risk assessment Coventry Music staff will ensure they have included as much information in relation to the event and will liaise with the designated *Evolve Educational Visits Coordinator (EVC) Mark Patton* during the process mark.patton@coventry.gov.uk

Emergency Procedures & Fire Evacuation Procedures - Fire evacuation maps and procedures from the venue are useful for the leader hosting the event and can be passed onto staff and team prior to the event or included in the briefing on the day of the event. Procedures should also be referenced in the Risk Assessment to support documentation.

National Guidance 8P Provider Form – Trips, events or transportation require the Provider Statement Form completing from companies who are providing the services to support Coventry Music and are confirming they have the legal and quality assurances in place to do so. For further advice on when to issue this form to a potential provider, please speak to EVC or Service Lead.

Equipment Requirements – Coventry Music will organise sourcing the relevant equipment and the delivery/collection of instruments and amplification to venues being used for an event. Dates and times should be discussed between Coventry Music, delivery service (Post & Print) and the venue well in advance of proposed event/ performance date.

Stage Plans – Coventry Music will issue a stage plan for performances taking place. In the case of a gala event, this document will be essential for stage crew and sound/technical teams assisting on the event. Having these in place before the development of briefings and a running order of the event.

Briefing & Sharing of Event – Once venue, dates, times and audience of the performance/event has been established, Coventry Music organiser will brief team, parents/carers and partners involved by sharing of information within a cover letter and promotional advertising. Letters will require consent forms attached for those responsible to complete. *On the day of the event, the Event Lead/Organiser will schedule a pre-event briefing to all Coventry Music and/or supporting adults with notes to send in advance to provide roles and responsibilities expected.*

Consent Forms & Participant List – Once a pupil is signed up to an ensemble/group, their address, emergency contact details, medical information and photo/video consent are given. All we require from parents to consent to an event is a signature and date to confirm the parent has agreed for their child to perform. These can be attached to a cover letter and handed out or emailed. Coventry Music administration team have a generic copy for any events.

Once returned, Coventry Music consent forms will also include any notes of medical history for the leader's information.

For **external groups** including schools and Hub Partners, Coventry Music will supply an EDVIS form to be completed by parent/carers which includes all the details required for Coventry Music ensembles. Due to GDPR, the outside organisation leader will be responsible for collecting the EDVIS forms and presenting it to a Coventry Music member of staff on the day of an event in order for a pupil to perform.

Please Note - Measures can be put in place with Coventry Music Lead to make sure the form is completed on the day of an event if the EDVIS form isn't presented on the day to ensure all pupils can perform.

The consent forms received will enable Coventry Music creating a **participant list** to registration on the day of event, the staffing ratio to young persons are in line with regulations (1 adult to 10 children) and correct venue capacities are not overreached.

Guidance and Expectations During Events

Event Information Packs – When running an event with multiple groups, the Event Organiser will provide information packs including the following documents to each group leader:

- Register – With details stated for Coventry Music ensembles/groups. Blank if outside organisation or group
- Risk Assessment
- Emergency Procedures or Evacuation Plan/Map
- Inventory & Running Order of event – Include all timings during the event
- Stage Plan for groups to be completed by ensemble/group leaders
- Briefing Sheet which includes roles, responsibilities, and programme of the event
- *All packs issued with pens*

Registering of Performers, Staff & Tutors – Registers should be carried by group leaders during an event. At the beginning of an event Coventry Music will carry out the registration of groups and attendees to make sure all groups, leaders/staff have entered the venue and have left the venue at the end of an event. This is procedure is vital in securing the safety of attendees in case of an emergency evacuation from a venue.

- Coventry Music will provide a blank register to outside organisations/groups for leaders to sign in and out.
- For Coventry Music led ensembles/groups, names and emergency contact details will be on the registers provided to leaders.
- Coventry Music registers are to be returned at the end of an event to the designated member of staff.

Child Licencing – Newly revised policy from 2019 has now requested for organisations running performances to complete a Body Of Persons Application (BOPA) form detailing the name, dates and address of the venue(s) the performance is taking place. Under new guidelines only numbers of performers and chaperones/supervising adults are to be submitted to the Coventry City Council Child Licencing team. Upon inspection the host/event organiser will be expected to confirm all persons performing have parental/carer consent and are medically fit by providing consent forms, medical information and EDVIS forms. **Please note, workshops are exempt from a BOPA form if there is no public performance involved.**

Inventory & Running Order – Documentation including performance details and running times are essential when running an event and should be shared with all leaders and staff involved. This documentation will list briefing times, roles and responsibilities of staff, group names and optional additional information i.e. repertoire being performed, technical requirements. Examples of this can be provided by Coventry Music as a template for those organising events.

Hub Partner Roles When Attending an Event – The same procedures apply as what would be asked of any Coventry Music Ensemble/Group with the addition of providing consent forms for their group.

Final Thoughts

What to Consider When Organising and Planning Events:

Timelines - Creating a timeline of meetings, briefings, deliveries leading to the performance/event will assist on making a successful show/workshop.

Roles/Responsibilities - Roles, expectations and responsibilities of team/staff should be discussed and made aware prior to an event during briefings.

Staff Briefings on the Day - Assigning a Staff Briefing on the day of the event can further clarify roles and can be an opportunity to make additions to responsibilities under certain circumstances to help support the running of the event. Once in the environment roles can be clearer and more effective when given.

Promotion & Branding – Coventry Music wearing Coventry Music attire helps with the promotion and name of service, as well as public, parents and outside organisations knowing who to speak to during an event. Every event should have our banners, information and flyers for service and hub opportunities.

Venue Capacity Protocols – Always liaise with a venue prior to the event to be aware of capacity and create safety measures around this to factor into risk assessments.

- Ticketed Event - Allocation of tickets per pupil performing in an event is always can help limit overflow issues. If the venue is responsible for ticket sales, keep in communication to assure a successful and fair for all performers.
- Non ticket events – Apply a free ticketed procedure to obtain number of attendees by asking all participants parents/carers to contact the Coventry Music office and pre-book their tickets.

When considering running an event, always remember the following:

1. Why do Coventry Music run events
2. What outcomes do we want from events

For any guidance and further information please contact Mark Patton
mark.patton@coventry.gov.uk

***Compiled by Mark Patton Learning & Development Lead and Educational Visits Coordinator –
30th July 2025***