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Event Production, Design and Lighting

In this chapter you will cover:

- Event production management
- Event production team and safety advisory group (sag)
- Venue design for live events
- Erection of temporary demountable structures
- Lighting and sound system

The chapter will discuss event production management and design for the live events. It will offer a clear understanding of event lighting design, address the legal requirements and discuss how to enhance the experience of spectators who attend live events and festivals. The chapter will provide a practical guide for events staff to understand how lighting can be used at live events to enhance the atmosphere for spectators. It will outline the importance of health and safety standards in lighting design at live events and the use of 3D technology equipment.

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Event production management

Production management plays a key part in the event and festival industries, and controls the day to day running of the event, its planning, organising entertainment and managing the sound and lighting equipment of the event. The production team predominantly deals with the entertainment side of the event or festival and its implementation. The team is responsible for taking care of the event production equipment and involved with the various key stages of event performance and completing health and safety forms to keep everything hazard free on the day of the event. The event production team is also responsible for the following vital equipment.

- Event lighting
- Event PA sound system

- Electrical power
- Staging of the event
- Video screening of the event
- Managing multiple stages for larger events
- Monitor system and microphones

Whatever the size of the event or festival, the production teams need to manage and handle everything involving the stage design and management. The Fair Production Company (2020) stated that event production is a critical part of the event organisation and planning.

Event production is crucial to the success of any event and we pride ourselves on understanding the breadth and depth of each event's individual production needs. Whether it's site design and procurement that's the focus, or operational planning and live event management that you're struggling with, our production team will be able to advise and coordinate each element of your event to ensure the best possible experience for your attendees. We know ordering toilets and designing queue lanes isn't for everybody... but we really love it. (<https://wearethefair.com/event-production/>)

Production teams need to develop and maintain industry requirements to deliver safe events for the general public. Event production teams deliver the sound, lighting, designing and safety of the event. They carry out many different roles during the duration of the live events and must make sure the health and safety standards are being met according to the regulations, such as these in the UK and Europe.

- The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020
- Control of Major Accident Hazards (COMAH) Regulations 2015
- Licensing Act 2003
- Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work Act 1974 (HSWA)

The production is the heart and soul of the events and festivals industry because they come in all forms and sizes, ranging from musical to street parties, sporting events to charity festivals. The events and festivals do carry a significant health and safety risk.

Therefore, the production management team needs to be properly trained to understand the importance of health and safety at outdoor events and festivals. The event organisers need to plan ahead and take care of all the needs at an early stage. Event production is an essential part of the events and festivals planning process and the event production team should consider all the key areas to overcome any flow within production planning, which could lead to exposure to provisions of inadequate electrical cables and connections, weak structures of stage, security, equipment and crew and poor logistics planning. In the interest of the public and visitors, production should follow guidelines issued by the local authority and government for event managers and organisers.

Event production and the Safety Advisory Group

The Health and Safety Executives (HSE) have recommended that event organisers should work with local authority Safety Advisory Group (SAG). SAGs are set up by the local authority (LA) and made up of representatives from all emergency services, key stakeholders and event organiser. The SAGs are based within each local authority boundaries, unless it is for specific large-scale outdoor events like, the Olympic Games, Football World Cup, Commonwealth Games and World Cycling Championship. The main aim of the SAGs is to provide help and advice to event organisers with the site production, health and safety, planning, security and cooperation and between appropriate agencies. Below is the example of the Birmingham local authority Safety Advisory Group (SAG) that has been established to support the event organisers.

- Local Authority
- West Midlands Police Service
- West Midlands Fire Service
- West Midlands Ambulance Service
- Event Organiser
- Licence Holder
- Security provider
- Medical provider
- Other stakeholders
- The SAG is chaired by the local authority

Source: Birmingham City Council, (2017, p.28)

The Birmingham local authority Safety Advisory Group (SAG) also looks at the key conditions that need to be developed and agreed before the live event by the event organisers, which will involve following areas:

1. Permitted attendance compliance – control and audit of access/ticket sales
2. Communication plan, crowd safety, security and stewarding, entrance controls
3. Noise restrictions and controls of other nuisances
4. Litter collection during and after events
5. Health and safety at work compliance
6. Firework and bonfire safety
7. Controls on animals, animal health and safety
8. Controls on illegal drugs and alcohol
9. Controls on tents or caravans for overnight stays
10. Fire safety precautions, controls on cooking and barbecues etc. and the storage of LPG
11. Electrical safety
12. Adequate sanitation

13. Adequate signing (safety, traffic and information) throughout any site, maintenance of accesses and egress routes
14. Adequate lighting and safety lighting throughout the site
15. Structures such as stages, marquees, stands, tents, fences etc. to be checked
16. Highways and traffic considerations – road closures, transport plans, car parking
17. Public liability and other insurance sufficient for the event
18. First Aid and medical provision
19. Safety and protection of lost/found children
20. Contingency plans for evacuation, fire, major incidents etc.
21. Site security and safety when in and out of use
22. Use of helium and other gases
23. Safety of merchandise for sale
24. Any matter coming to the SAG's attention

Source: Birmingham City Council, (2017, p.31)

Venues management for live events and festivals

The event organisers and production teams involved in organising live events, festivals, concerts, conferences and fashion shows need to check if the venue's equipment meets technical standards. It is the responsibility of the production team to verify that all staging, lighting, sound system, videos screens, wireless communication, power distribution and all other key technical equipment are able to deliver high quality to enhance the experience of event attendees. Therefore, venues are a pivotal part of the event industry and come in various designs and sizes to meet the industry requirement according to size of the actual crowd. Venues are designed and prepared in various forms to accommodate international sporting events, outdoor musical festivals, conferences, exhibitions and trade shows, community halls and theatres. The most common type of venues used by the event organisers are highlighted below.

- Arenas
- Art galleries
- Bars, clubs and pubs,
- Business centres
- Community centres
- Conference centres
- Concert halls
- Exhibition centres
- Hotels
- Marquees
- Playhouses and Studios