Chain of Command Worksheet

EVENT MANAGER

Read through each scenario and circle the correct person/s for the job.

1. On the morning of the Festival a food van arrives to setup. They want to know where they setup. Who should they speak to?

   IRENE  CRAIG  ALF  ALICE  EDDIE  RUBY  JOE

2. The Sound and Lighting crew arrive and need to know where they will setup the PA and lights. Who should they speak to?

   IRENE  CRAIG  ALF  ALICE  EDDIE  RUBY  JOE

3. The council have arrived and want to know whose responsibility it is to oversee the general festival production. Who should they talk to?

   IRENE  CRAIG  ALF  ALICE  EDDIE  RUBY  JOE

4. On the morning of the Festival the staging has not arrived. All PA and Lighting crew are ready to setup and people are panicking. Which committee member should handle the situation and make contact with the staging company?

   IRENE  CRAIG  ALF  ALICE  EDDIE  RUBY  JOE
5. During the Festival there are Rubbish Bins that are full. Who should deal with this problem?

6. 10 minutes before the start of the Festival there is a huge thunderstorm. Who decides if it is safe for the festival to start, delay the start until the rain clears or cancel the event?

7. Who should speak to the performers, PA and Lighting crew to make sure their safety is not compromised?

8. During the Festival a member of the audience is hurt and needs medical attention. The Event Manager, Production Manager and Site Manager are busy. Who should you speak to?

9. On the morning of the event the volunteers are setting up a Marquee for the Sound Crew. They are not sure where it should be setup. Alice and Joe are busy. Who should they speak to?