

Contingency Plan

Managing unexpected event delays

Staff Members:

Date:

Event Type: Describe what is causing the delay.	
Initial Response: List immediate steps to mitigate the impact.	
Communication Strategy: Outline the process of informing staff, guests/vendors.	
Resource Allocation: ● Assign staff to manage specific tasks. ● List alternative venues, equipment, suppliers.	
Recovery Steps: ● Detail how to reschedule or modify event elements. ● Outline strategies for managing concerns and compensation.	
Roles and Responsibilities: ● List key roles and their responsibilities during event delays.	
Review and Update Mechanism: ● Describe the process for reviewing the contingency plan and updating it based on past events.	