[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Event planning incident report

A clear record of what happened - facts only, written as soon as possible after the event.

Date: _____

Time: _____

Reported by: _____

Area (venue / entrance / stage / backstage):

_____

Persons involved: _____

Witnesses: _____

Severity: _____

What happened [Describe what happened, in order. Stick to facts - what was seen and done, not opinions.]

Immediate action taken [e.g. area made safe, first aid given, manager informed]

Follow-up required [e.g. repair booked, retraining arranged, report filed with insurer]

Sign-off

Reported by: _____ **Manager:** _____ **Date:** _____