



EVENT PLAN

Running Order & Quick Reference

Wednesday 12 August 2026

Baltic Square and The Glasshouse, Gateshead

HOW TO USE THIS PLAN - Use this document for timings, owners, cues and immediate escalation. The Event Safety Pack, risk assessments and supplier RAMS remain the authority for detailed controls, procedures, records and approvals.

Key time	Cue
13:30	Team arrival and readiness walk
14:30	Full team briefing and site walk (gathering point, the Glasshouse Concourse)
15:00	Main set up begins
16:00	Media interviews – Bauer radio with Dan Pye
16:30	VIP drinks reception
17:00	“Eee”clipse! The Talk
17:30	Outdoor public admission to Glasshouse
18:00	Main Baltic programme / broadcasts
19:07	Maximum eclipse
19:30	Gradual dispersal
20:00	Programme close; controls remain until clear

Free Parking is available at the Glasshouse. Please note your registration and hand pass it onto Lindsey Pye.

Drinks, Sun lotion and fruit will be available from the Bus on Baltic Square (from 4pm) and the Staff Area in the Glasshouse which will be assigned on the day.

OPENING RULE No public admission until the Event Safety Officer recommends opening, and an Event Director authorises it. See Safety Pack S14 and 17.

1 - Command and immediate escalation

COMMAND ASSIGNMENT TO CONFIRM - The source documents conflict. Confirm one Event Controller and one Deputy before the briefing. Current Safety Pack narrative: Gregoire Mahaut / Adam Shore; its contact list names Dan Pye as Deputy.

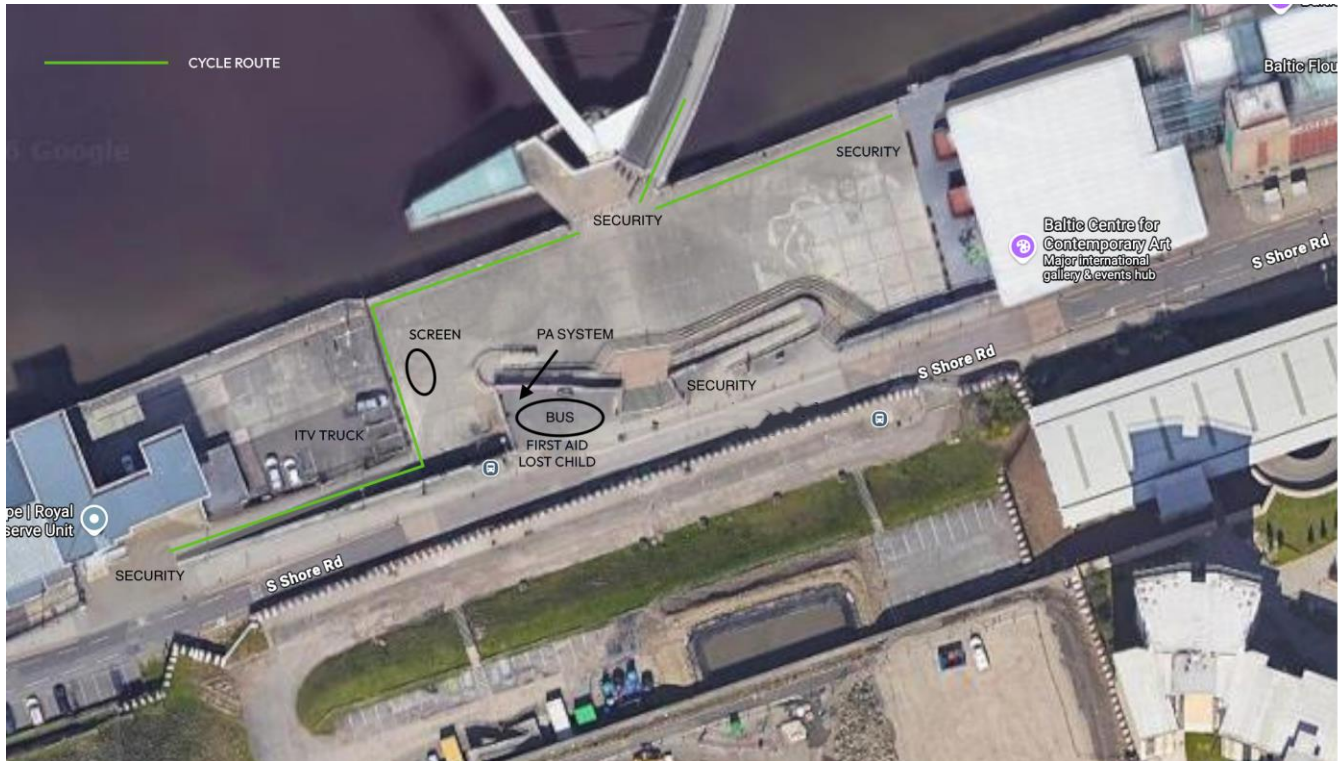
Function	Lead / contact	Use on the day
Event Directors	Dan Pye 07519 556248 Laura Sharp 07852 988558	Open, delay, suspend, cancel; partner decisions
Event Control / Safety	Gregoire Mahaut 07894 509356	Incidents, occupancy, decisions, opening advice
Deputy Event Control	Dan Pye 07519556248	Incidents, occupancy, decisions, opening advice
Safeguarding	Adam Shore 07792 827380	Control cover; lost child / vulnerable person
Crowd	Chris, Protec 07415 700251	Access, live count, queues and route protection
Technical	Ian Brannan 07917 734188 Dan Pye 07519 556248	Screen, PA, power, stream and shutdown
First Aid	Gregoire Mahaut / Event Control	Deploy responders; ambulance coordination
Glasshouse	Colleen Hamilton 07831 908663	Venue occupancy and release
GNE bus	Laura Sharp & Anna O'Neill 07852 988558 / 07812086187	Bus, welfare point and vehicle interface, VIP viewing of eclipse from top deck
Screen supplier	Dunes / Katie 07823 449277	Installation, generator and handover

Immediate escalation

1. Tell Event Control: who, what, exact location, immediate danger and help required.
2. For immediate danger to life, call 999 first, then inform Event Control.
3. Protec may pause admission immediately. Event Directors/Event Safety may pause or stop the programme.
4. Use radios for operational and urgent traffic; begin urgent calls "Priority, priority". WhatsApp is for non-urgent updates.

DETAIL - See Safety Pack S3, 9 and 10 for authority, emergency scenarios, radio protocol and prepared public messages.

2 - Locations, access and crowd control



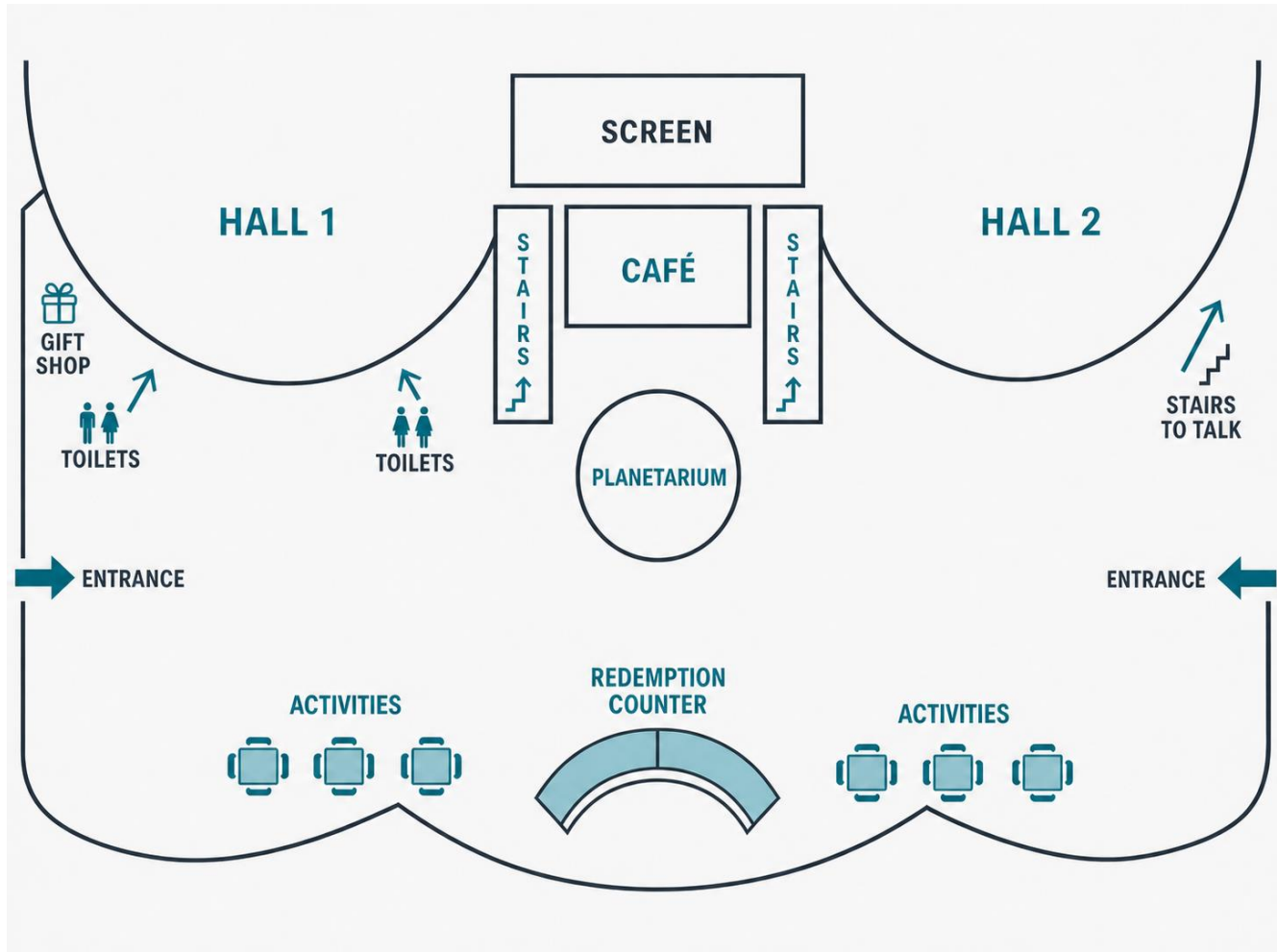
Point	Approach	Day-of position
A	Millennium Bridge / Newcastle	1 SIA + 1 volunteer
B	Stairs	1 SIA + 1 volunteer
C	HMS Calliope ramp	1 SIA + 1 volunteer
D	Baltic / ITV approach	1 SIA + 1 volunteer

- Keep the bridge, cycle route, stairs, ramp and emergency access clear.
- Protec owns external queue safety and immediate admission restriction; volunteers guide and report.
- Event Control and Protec hold one coordinated live count, including people entering outside the wristband flow.

Threshold	Immediate action
Green <1,800	Controlled admission
Amber 1,800–1,899	Reconcile count; increase monitoring; prepare redirection
Red 1,900–1,999	Protec pauses admission; redirect; inform Event Directors
2,000 absolute limit	No admission; safe dispersal; log decision

DETAIL - See Safety Pack S4–7 for the capacity basis, counting method, crowd zones, triggers, route controls and stewarding requirements.

3 - Glasshouse quick reference



Area / activity	Lead	Day-of note
Talk / panel	DP / EM / AS / IB	Barbour Room: 130 tickets + 20 VIPs + 5 staff; maximum 155
Registration / viewers	Lindsey Pye / Heather Woodfine	Ticket check, wristbands, inspected viewers and guest information
Glasshouse activities	Ellie Macdonald	Coordinate named activity facilitators and venue routes
Planetarium	Adam Shore with Rachael	[TO CONFIRM: Planetarium RAMS — do not operate until complete] GM 10 people, counting happens on door by volunteer. Egress is by lifting the dome up and allowing guests to exit.
Solar scopes	Gregoire / competent operator	No public use without final equipment sign-off
VIP journey	Laura Sharp leading, Lindsey Brown Deputy	VIP list, reception, introductions and movement
Venue movement	Colleen Hamilton	Hold/release people to avoid route congestion

- Glasshouse front-of-house controls bag checks and venue access.
- Accessible toilets and indoor welfare are available in The Glasshouse; keep step-free routes clear.
- Bad-weather migration is controlled by Colleen and Event Control, not an uncontrolled general move indoors.

DETAIL - See the Glasshouse risk assessment and Safety Pack S5, 6, 11 and 13 for access, weather, accessibility, safeguarding and welfare controls.

4 - Running order — setup to public opening

Time	Cue / action	Owner	Ready / escalation
12:00	DP and LP arrival	DP	
13:00	ITV Arrival	DP	Welcome and direct to areas of operation.
13:30	Team arrival; site readiness walks	DP / LS / GM	Check condition, routes, weather, vehicles, power, communications and new hazards. All-stop if critical control fails. DP technical walkthrough with Glasshouse (prior to 13:30) Banners installed at Baltic Square and outside of Glasshouse entrance (6 in total)
13:30	Empty-site and styled content capture	Content team	
14:00	Large screen arrives via HMS Calliope ramp	Dunes / Technical / Site	Control vehicle route; establish exclusion zone; receive RAMS and limits.
14:15	Management walkthrough	Event Directors / GM	Confirm locations, access points, first aid, welfare and Event Control.
14:30	Full team briefing and site walk	DM / Event Control	All roles present; questions and late-arrival process. Record held in Safety Pack. T-shirts distributed to all staff and volunteers for visibility.
15:00	Glasshouse and Baltic setup	Activity / Technical leads	Banners, activity stations, registration, screens, audio and public routes.
15:30	PA delivery/setup target	Technical Lead	Andy Laidler will give access on arrival around 15:30. Otherwise, other Gateshead Council wardens will be available on site. If power is unavailable there is no

			fallback.
15:45	Full technical and operational test	IB / DP / GM	Stream, audio, OBS backup, Starlink/5G, PA/megaphone, radios, generator shutdown and screens.
16:00	GNE Bus arrival	LS	Remove bollard. Gateshead Council staff. Contact Andy Laidler
16:15	Final readiness review	GM / Event Directors	Close Safety Pack hold points; opening recommendation and authority.
16:30	VIP drinks reception begins	VIP lead / Laura Leigh Venus to meet and greet Mayor of Gateshead Andrea Graham and her husband and escort to the drinks reception.	Balcony is booked for 50 persons; guestlist is currently under 40 Set up is being handled by the Glasshouse hospitality. KOAS to provide bubbly. Lumo to provide cake.
17:00	“Eee”clipse! The Talk begins	DP / EM / AS / IB	Sponsor welcome and charity/donation message. IB to introduce DP and host panel discussion.
17:30	Outdoor admission begins	Protec / registration	All four posts and Event Control live; coordinated count starts.

SETUP AUTHORITY - Detailed inspections, briefing attendance, supplier acceptance and opening approval are recorded in Safety Pack S14–17—not duplicated here.

5 - Running order — public programme and close

Time	Programme cue	Owner / operational note
17:55	Filming + solar-safety announcement	GM will announce that live broadcast will begin and that anyone wishing not to be on camera should vacate the area. Entirety of Baltic Square and Glasshouse is covered by broadcast.
18:00	Main Baltic programme / ITV and BBC coverage begins	MC / Technical. Live crowd monitoring active.
18:10	Eclipse begins	MC commentary; safe-viewing reminder; donation prompt.
18:45	Enhanced peak monitoring	Protec / Event Control. Reports at least every five minutes.
19:07	MAXIMUM ECLIPSE	Clear MC cue/countdown; coordinated photography; keep routes and exclusion zones clear.
19:25	Spain totality cue	MC / Technical payout.
19:30	ITV broadcast ends; hosted handover	MC keeps event intentionally hosted; gradual dispersal begins.
20:00	Public programme closes	Warm close; no mass release. PA, security and first aid remain active.
20:30 or when clear	Breakdown and vehicle release	Only after Event Control and Protec confirm relevant pedestrian routes clear.

Essential MC cues

- Opening: identify Eclipse T-shirt staff and uniformed Protec security as points of help.
- Sponsors / partners: acknowledge agreed brands. Main sponsor: Go North East. Supported by, Greener Energy Group, Lumo, First Light Optics and the Glasshouse and Gateshead Council.
- Capacity: direct guests to safe alternatives when Event Control requests it.
- 19:07: give a clear lead-in, safe-viewing reminder and coordinated maximum-eclipse cue.
- 19:30/20:00: explain that the programme is ending, but departure is gradual—keep public routes clear.

DETAIL - Prepared safety, capacity, pause, evacuation and dispersal wording is in Safety Pack S10.2. Full emergency actions are in S9.

6 - Day-of technical and welfare card

System	Primary	Immediate fallback / decision owner
Baltic screen payout	DP laptop / OBS / physical connection	IB tested backup laptop. Technical Lead switches.
Internet	Starlink	Use available phone to tether to for 5G.
Baltic screen power	Generator	Covered by risk assessment given by Dunes Entertainment Ltd. If failure, there is power in the bunker which can be accessed by a member of the council staff on duty. Contact Andy Laidler for instruction.
PA	Provided by the Glasshouse at 3pm.	Megaphone, radios and steward cascade; suspend if safety messages cannot be delivered. Gateshead Council have a battery powered back up in the bunker. Speak to Andy Laidler for details.
Glasshouse screen	Live feed / slides	Locally stored holding, partner and safety content.
Guest check-in	Mobile check-in	Printed/offline list held by Lindsey.
Payments	Epos / card reader	All staff have SumUp installed and logged in on their phones for back up transactions.
Radios	Operational radio channel	Direct mobiles; WhatsApp for non-urgent updates; runner where safe.

First aid, safeguarding and staff welfare

Need	Quick reference
First aid	Lead: Gregoire. Point: GNE bus. Rendezvous: adjacent bus stop. Two-person team: Ellie Macdonald and Adam Shore
AED	Baltic ground floor to the left The Glasshouse; [TO CONFIRM]. Runner: Closest available volunteer or staff member to the casualty.
Lost child / vulnerable person	Safeguarding Lead: Adam Shore. Welfare/collection point: GNE bus. Use private radio detail.
Staff welfare	Water: GNE bus / redemption desk. Toilets: Glasshouse or Baltic. Relief coordinated by Dan Monk.
Solar safety	Lead: Gregoire. [TO SIGN OFF: viewer batches, rejected stock, telescope filters and competent operators].

DETAIL - See Safety Pack §§8, 9, 11, 13 and 15 for medical, safeguarding, solar, welfare and briefing procedures and records.

7 - Readiness, close and Safety Pack index

Glance check before opening

Confirm	Owner	Safety Pack evidence
Controller/deputy conflict resolved; contact/radio list issued	Event Directors / Safety	S3 / S15
Capacity procedure and Protec deployment accepted	Protec / Safety	S4-7 / S14
Screen, generator, fire, wind and installation sign-off accepted	Technical / Safety	S11-12 / S14
Medical team, equipment, AED and ambulance route confirmed	First Aid / Safety	S8 / S14
Solar viewers and optical equipment signed off	Solar Safety Lead	S11.1 / S14
Planetarium operator, capacity, egress and RAMS confirmed—or removed	Activities / Glasshouse	Partner RA / S14
PA, stream, backup laptop, 5G, fallback content and radios tested	Technical / Control	S9.4 / S14
Vehicle route, bollards, banksmen and departure controls confirmed	Site / GNE / suppliers	S12.1 / S14
Guest, accessibility, bag, capacity and solar information checked	Comms Lead	S16.1

Close quick check

- Maintain count, stewarding, PA, and first aid until dispersal is substantially complete.
- No hazardous breakdown or vehicle movement until Event Control and Protec confirm the route clear.
- Record incidents, near misses, treatments and complaints; close Event Control log after handback.

Safety Pack signpost

Need	Go to
Management, deputies, authority and escalation	S3
Capacity, counting and Martyn's Law	S4
Site access, crowd zones and stewarding	S5-7
Medical and emergency procedures	S8-9
Radio protocol and prepared public messages	S10
Weather, solar safety, fire and technical interfaces	S11-12
Accessibility, safeguarding and welfare	S13
Opening, event log, closure and briefing records	S14-15
Outstanding actions and approvals	S16-17
Activity / contractor-specific controls	Associated risk assessments and supplier RAMS

DOCUMENT RULE - If this quick-reference plan and a signed safety document conflict, stop and ask Event Control. Do not improvise a safety-critical control.

8 - Additional information completion sheet

YELLOW PLACEHOLDERS - Complete every yellow item below and the matching yellow text in the plan. Once confirmed, replace the placeholder with the final fact and remove the highlight.

Missing item	Information required	Owner
Bollards / bus	Council staff to remove Arriving: 4pm	Site / GNE

9 - Equipment Checklist

Needed from Office

- Eclipse glasses
- Planetarium
- Till and card reader
- Donation terminal
- Merchandise (incl. S30 telescopes for sale)
- SeeStar (for use)
- Coronado Solar Scope
- Sphero box
- Dobs?
- Sun and Moon to scale
- UV beads
- Sun chalk stuff
- Colander
- iPad (Schools)
- THE iPad?
- Extension reels for power
- Laminator and pouches

From Twice Brewed

- Pop up banner wall from Twice Brewed
- Radio
- First Aid Kits

To purchase / source

- Water for consumption (GM)
- Suntan lotion (GM)
- Fruit
- Megaphones
- Gold star stickers
- Cable ties

Dan Pye

- HDMI Cable 25 m
- Wrist bands

- Starlink
- Air Con Unit for the Planetarium
- Tool kit
- Business cards for Greener Solar Energy

Laura

- Banners
- T-shirts
- Toon Tour Glass Cup
- Lumo canvas bag
- Beer from the brewery Lumo work with
- Lumo eclipse mints
- Pull up banner for drinks reception