



# Running the event

SLQ Wiki Fabrication Lab 2024/10/15 17:45

## Running the event

At the Edge we will be running the event with those of the community that would like to get involved in doing it.

Here are the steps that we took as a group at the edge:

1. We created a shopping list and added to it as we went along
2. met with the venue team to run through what spaces we were planning to use

Created the following document to follow for set up in each space:

venueola.docx

A risk assessment was also carried out on all spaces

On the event day the edge team did a safety brief chat with all involved on the day.

Staff had walky talkies on at all times as well.