

Things to remember when

RUNNING A FASHION SHOW

Insurance:

You are covered for Public Liability but should check to see if the venue you are using is also covered. There should be an agreement between the Junior Achievement company and the venue as to who would make a claim if necessary. Junior Achievement insurance also covers damage to the venue. You should make an entry check of the venue and note any existing damage and make an exit check so you can see if any damage caused was by the Junior Achievement event.

Cash is NOT covered by insurance so PLEASE keep it in a safe and secure place.

Car parks are not covered by Junior Achievement insurance.

Personal belongings are not covered by Junior Achievement insurance.

Any clothes you borrow for the fashion show are insured with up to of £1500 accidental damage cover excluding general soiling deodorant or make-up marks). If you are keeping the clothes overnight please note that they are only insured if they are stolen from a safe place. You should have an agreement before the clothes are borrowed with the lender, as to what condition they will accept the clothes back in and as to whom will claim if the clothes are damaged.



Health & Safety:

Fire exits must be clearly marked and an exit plan decided before the event.

Correct lifting procedures should be used for carrying heavy equipment.

The equipment must be stable and not likely to cause personal damage.

Ensure models are familiar with the length and width of the runway.

The electricity supply must be suitable for any equipment.

Check to see if there are any sound restrictions and keep to them.

Will there be anyone from the venue's staff on duty during the event?

Legal responsibility:

Alcohol is NOT permitted at any Junior Achievement event.

Any food sold at the event must be pre-packed and have a best before date of more than 3 months unless professional caterers have been contracted.

Sponsorship of the event is not allowed but you can promote a company that lends you clothes for the fashion show.

General:

You should think beforehand what you would do if unforeseen circumstances occur, such as power failure or an accident and formulate a plan. Will you give refunds? How will you cope?

Do you have enough company members available to staff the event properly throughout its duration?