

## Steady, Go...

### Three months to go!

Start planning now! At this stage you should:

- Decide what kind of display you want and how many people you expect to attend.
- Agree on a budget – one for the fireworks and another for any additional activities.
- Decide what other events you want to have at the display and apply for the necessary licences.
- Appoint your firing team.
- Identify a site taking into consideration how much space you will need.
- Get adequate insurance.
- Enlist the help of volunteers.
- Arrange first aid cover.

### Two months to go!

- Apply for a licence – your application could take up to 6 weeks, so apply for it now to make sure you get it in enough time. **\*Applies to Northern Ireland only**
- Plan the firing script for the display.
- Decide what fireworks you'll need to buy.
- Gather together the safety equipment you'll need.
- Book specialist equipment.

### 3 weeks to go

- Time to buy your fireworks – go to a licensed supplier.
- Only buy fireworks that conform to BS 7114:1988.
- If your supplier doesn't have what you need, order them now.
- Read the instructions carefully.
- Store the fireworks in a dry, secure place.
- Check that you have all the necessary entertainment licences.

- Practice the firing schedule.

## 2 weeks to go

- Brief your volunteers on the schedule.
- Assign each person with his or her own job.
- Plan the site layout.
- Contact the relevant people so they are aware of your display.
- Start publicising your event – go to the local media, put up posters, hand out flyers, anything to spark interest!

## 1 week to go

- Have a dummy run and make sure all your volunteers know what their jobs are.
- Check the fireworks for damage again - if any are damaged, dispose of them safely.
- Confirm the entertainment.
- Work out the safety plans in the event of an emergency.
- Practice the firing schedule again.

## The day before

Now the hard work starts!

- Set up the site.
- Cordon off the different areas in preparation for tomorrow.
- Have a final meeting to brief the volunteers one more time.
- Practice the firing schedule one last time.

## On the day

- Bring your licence with you. **\*Applies to Northern Ireland only**
- Set up the fireworks in daylight – put the last firework in place about 30 minutes beforehand if possible and cover them with plastic bags to keep dry.
- Remember your safety equipment and clothing.
- Keep spectators away from the site and guard the fireworks when in place.
- After the display pick up the spent fireworks.
- Douse the duds in water.

- Pack away all the paraphernalia.
- Come back the next day to clear the site.
- Relax – it's finally over!

All this information can be found within the website.