



## HOW TO PREPARE FOR AN EVENT

Before you head out to review a show:

- Check out the venue's publicity or the company's website so you know where you're going, what you're seeing, how long the show is and what to expect
- Make sure you know how to get to the venue, including parking options/public transport links, plan your journey and be prepared for any potential delays along the way
- Check you have your tickets or know where to pick them up
- Arrive at the venue in good time to pick up tickets and get a good seat/find your seat
- Tell somebody where you are going and when you expect to get home
- Take notes during the interval or straight after the show so you remember details – consider all aspects and check out our [How to Review Guides](#)

**Remember, you are a representative of Voice and your tickets are press or complimentary (comp) tickets. Please behave in a professional manner!**

## HOW TO STAY SAFE

When attending events please follow these guidelines:

- Share your location and event/travel plans with your family or friends so they know where you are and when you should be back
- Make yourself known to the event organiser on arrival
- Never consume alcohol (if under 18) or excessive alcohol (if 18+), illegal drugs or any substance that may lower your inhibitions, awareness or sense of mind
- Ensure someone on site is fully aware of any needs you may have so that support can be provided if needed
- Have your phone on you at all times and make sure it is fully charged before you go to your event
- Use personal judgement to assess safety and use common sense when moving around the event to avoid injury or issues
- Speak to a member of staff on site at the venue immediately if you experience any problems or feel unsafe/unwell
- Take your **Safeguarding Pocket Guide** with you, or make a note of emergency contacts