[Company name]

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Event planning incident report

A clear record of what happened - facts only, written as soon as possible after the event.

Date	[Date]
Time	[Time]
Reported by	[Name and role]
Area (venue / entrance / stage / backstage)	[Where it happened]
Persons involved	[Names]
Witnesses	[Names, if any]
Severity	[Low / Medium / High]

What happened

[Describe what happened, in order. Stick to facts - what was seen and done, not opinions.]

Immediate action taken

[e.g. area made safe, first aid given, manager informed]

Follow-up required

[e.g. repair booked, retraining arranged, report filed with insurer]

Sign-off

Reported by	Manager	Date