Bright Occasions Ltd

Event planning incident report

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

Date	9 November 2026
Time	10:30 am
Reported by	Sarah Mitchell, Office Manager
Area (venue / entrance / stage / backstage)	Main office, 12 High Street
Persons involved	Helen Morris
Witnesses	Helen Morris
Severity	Medium

What happened

Describe what happened, in order. stick to facts - what was seen and done, not opinions. as agreed at the meeting.

Immediate action taken

Area made safe, first aid given, manager informed

Follow-up required

Repair booked, retraining arranged, report filed with insurer

Sign-off

Reported by	Manager	Date