

Emergency Contact Information

Date: [Insert Date]

Event Name: [Insert Event Name]

Location: [Insert Event Location]

Key Emergency Contact Persons

| Name | Title/Role | Phone Number | Email Address |
|-----------------|-----------------------|-------------------------|--------------------------|
| [Insert Name 1] | [Insert Title/Role 1] | [Insert Phone Number 1] | [Insert Email Address 1] |
| [Insert Name 2] | [Insert Title/Role 2] | [Insert Phone Number 2] | [Insert Email Address 2] |
| [Insert Name 3] | [Insert Title/Role 3] | [Insert Phone Number 3] | [Insert Email Address 3] |

Emergency Procedures

Please ensure to follow the emergency procedures outlined in the event planning document. In case of any emergency, contact the nearest key personnel listed above.

Thank you for your cooperation.