

ITÄMERI PÄIVÄ

ÖSTERSJÖDAGEN ♦ BALTIC SEA DAY

Instructions for event organisers

You want to participate in the implementation of Baltic Sea Day - Great! In this document, we have collected the most important instructions that will help you guarantee the safety and success of your event.

General

The Baltic Sea Day was launched on the initiative of the John Nurminen Foundation, and the Foundation is the Day's main coordinator. However, the Foundation is not responsible for those individual events organised on the Baltic Sea Day that have been implemented without the Foundation's participation. Each event's main organiser will be responsible for all necessary permits and security arrangements, and for the event's adherence to security regulations. Ensuring the security of the event and making sure all required permits are in order is a prerequisite for taking part in the Baltic Sea Day.

Status report

We monitor the status of the coronavirus pandemic and related recommendations by the authorities closely. For the time being, we are building and promoting the Baltic Sea Day normally, even if at the moment all meetings and all planning work is done remotely. For the Baltic Sea Day itself on 28 August 2020, many events are being planned, but they will be implemented only if the authorities consider the overall situation to be safe enough. The Baltic Sea Day can also be implemented in its entirety online and in social media, by sharing experiences and insights. Changes to the Baltic Sea Day are possible, and we continue to monitor how things will develop.

Planning

Involve a suitably sized group in the planning phase, as best ideas are born together. Consider who is the target audience of your event? How is the event linked to the Baltic Sea Day? Does it comply with [the values of the theme day](#)? Is the event organised indoors or out? Is the event accessible, and can it be reached easily? How large an event do you wish to organise? Can the event be copied to other locations, and do you want to challenge others to join in? What is the size of the budget that is required for the event to be successful? Please, take environmental issues into consideration already in the planning phase: do not use flyers, disposable utensils, or wrapping papers. Does someone need to clean up after the event, and who will be responsible for this task?

Security

Well planned is half done. Event organisers also need to consider security, and being prepared for various kinds of situations is important. Identify any possible dangerous situations beforehand and think how the event will take different kinds of weather and other special circumstances into account. In larger public events (more than 200 participants), the organiser needs to arrange first aid and security guard services. Agree who is responsible for what in the organising team. When you are by the water, do not go swimming alone, and take particular care to ensure the safety of children.

Permits and municipality-specific instructions

Find out what you need to know about event permits well in advance, and be prepared to comply with municipality-specific requirements for the event.

In larger public events, you need to see to e.g. the following:

- land owner's permission
- security and first aid
- foodstuffs, hygiene, and water supply
- waste management and toilets
- electricity supply
- any impact on traffic
- noise
- copyright for music performed
- event insurance

Communications

Register your event on the Baltic Sea Day page [with this form](#). Remember also to share information of the event in your own network. Post the event's information on municipal and national event pages. If the event will generate noise, do communicate about the event also to residents close by. You might even make the neighbourhood join in!

General instructions for event organisers

[TUKES pages on event security](#)

Cities' instructions for event organisers

[Espoo](#) (in Finnish)

[Helsinki](#)

[Porvoo](#) (In Finnish)

[Tampere](#)

[Turku](#) (in Finnish)

[Vantaa](#) (in Finnish)