



So you want to organise an event: 6 things to consider

1. your first stop should be to look at [Outdoor events in Scotland: Guidance for organisers and land managers](#). This offers advice on liaison with land managers, obtaining permission, considering the capacity of the location, timescales, fees, safety and environmental considerations and more.

2. make sure you have enough planning time

Minimum planning time

Event type	Event size (number of participants)		
	Small	Medium	Large
Walking/running*	25 - 50	50 - 200	200+
Cycling^	25 - 50	50 - 100	100+
Equestrian	10 - 25	25 - 50	50+
Planning lead time	3 – 6 months	6 – 12 months	1 – 2 years

* For FLS, includes orienteering, canicross and similar.

^ For FLS, includes triathlon, adventure racing, sled dog racing and similar.

NB Group outings by club members are not classed as events.

After consulting [the guidance](#) and checking that you have enough planning time for the scale of your event, you should now get in touch with the relevant FLS regional office, with a completed [events enquiry form](#).

3. Make contact with the [local access officer](#) for the area where you're planning your event. They work for the [local access forum](#), and can offer valuable help and advice. This may be particularly useful if you think that your event may require a Section 11 closure order (when the land you're using is temporarily exempted from access rights).

4. When you initially approach us with your idea on a completed Events Enquiry Form, we may be able to agree a date, but not a location/specific route. One of our key considerations is ensuring your events can take place without disturbing wildlife habitats/environment, while fitting in with forest operations. Part of our event support is working with you to choose the most suitable location and season for the scale and type of event.

5. Engage with a relevant sports governing body, if you can, as this provides you with additional expert support to run your event, and simplifies the planning process through a [series of master agreements](#).

6. When we respond to your completed events enquiry form, we'll either:

- agree it can happen under the [Scottish Outdoor Access Code](#) and note it in our calendar;
- provisionally agree the date and start the process of planning your event;
- pause the process due to volume of event enquiries and send you an estimated response date;
- Tell you if your proposal is unsuitable/not possible and explain why.