



Criteria and Rules for Conducting Public Events

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Abstract: In this article, the criteria for the organization of public events, the rules that must be followed, the processes of preparing for a public event, the main principles of conducting public events, the general conditions for conducting public events, the criteria for the effectiveness of a public event and moral - the algorithm of educational activities is explained.

Keywords: public event, permit, public places, procedure, criterion, rule, area.

The purpose of public events:

- Ensuring the protection of the rights, freedoms and legal interests of a person in public places;
- Identifying the reasons for the commission of crimes against public order and citizens' safety, violations of public order and the conditions that enable them, studying and implementing measures to eliminate them;
- Ensuring compliance with established procedures and rules for normal activities of individuals and legal entities, work and recreation of citizens in public places;
- Raising legal consciousness and legal culture, strengthening legality in respect of the honor of individuals, human dignity and norms of social morality in public places;
- Ensuring mutual cooperation and coordinating the activities of the bodies and institutions that directly implement and participate in the maintenance of public order and ensuring the safety of citizens.

Stages of preparation for the event is a very complicated process. If it is carefully planned, the event will be successful. The organization and preparation of public events is carried out in three main stages. [1] The first stage of preparation:

- Approval of the theme of the public event, setting goals, clarifying the audience;
- Creating a work plan;
- Determining the creative course and content of the public event;
- Analysis and selection of literature of the held public event (if any);
- Definition of methods and methods;
- Script writing and editing, development (in case of an international public event, development of the program in foreign languages);
- Preparation of attributes, requisites;
- Production of visual material;
- Identification of participants (actors, presenters, jury, etc.);



- Preparation and allocation of tasks to those responsible for holding a public event, explanation of conditions (rules or criteria);
- Preparation of the budget for the event;
- Receiving prizes, certificates.

The second stage of preparation is the stage of correction.

- Preparation for approval of the public event plan;
- Preparation and testing of equipment and equipment for a public event;
- Rehearsal, correction of changes, dress rehearsal;
- Announcement;
- Inviting viewers and guests.

The final stage of preparation.

- The final stage of decoration for a public event;
- Confirmation of safety of equipment, technical means;
- Holding a public event;
- Analysis of the conducted activity (self-analysis);
- Creative discussion and conclusion of the organizer with colleagues and guests;
- Description of the experiment or development of instructions;
- Dissemination of work experience of a successfully held public event (open event, experiment or development of a special criterion);
- Summarizing the experience of working in the media. [2]

Basic principles of public events.

- Legality;
- Humanitarianism;
- Initiative;
- Cooperation;
- Systematicity;
- Priority of rights, freedoms and legal interests of citizens;
- Mutual respect, consideration of interests and responsibility.

General conditions for public events

The following are the requirements and conditions for permission to hold a public event:

- Mandatory compliance by the participant of the public event with the requirements of the normative documents regulating the preparation and holding of the public event;
- Participant of the public event meets the specified requirements;
- Ensuring that the public event is held in a public event facility that meets the requirements of regulatory documents;



- Predetermining the number of visitors based on the characteristics of the area in cases where public events are held in open spaces;
- Non-coincidence of the place and time of the public event with another public event;
- Availability of public transport or after the end of the public event, the organizer of the public event ensures the use of public transport by the participants of the event;
- Conducting the public event in accordance with the conditions of the permit and the program of the public event;
- If the holding of a public event is related to the implementation of licensable types of activities and (or) the performance of actions that require obtaining a document with the nature of permission, a license (permit) entitling to the implementation of certain types of activities and (or) actions the existence of a document with the right to issue).

Public events are allowed to be held in the object of public events if they meet the following requirements:

- When preparing and conducting public events, comply with the legislation, construction norms and rules, safety equipment, road safety, public order, fire prevention rules, ecological and sanitary hygiene norms and requirements of the administration of the object of the public event. mandatory compliance;
- Engineering-technical, communication, fire fighting, evacuation and other means and systems for ensuring the safety of participants of mass events, access roads and parking places of vehicles, first aid stations, as well as fire the availability and operational condition of the calculated reserve and types of technical equipment, special tools necessary for the elimination of emergency situations;
- Rules of technical use (reliability and stability of engineering, construction structures and technical systems), compliance of evacuation routes for participants with established regulations, fire and sanitary-epidemic safety, necessary sports-technological conditions for holding a public event , including:
 - ✓ Safety instructions for all types of technical services;
 - ✓ Position instructions for employees;
 - ✓ Plan of actions of employees in case of fire and other emergencies;
 - ✓ Evacuation of spectators based on the pre-developed "Natural and man-made emergency action plan" of the public event facility in case of emergencies.

The existence of documents defining the general procedure for the use of the public event facility during the public event, including:

- Instructions regulating the organization and holding of public events at this object, approved by the relevant hokimiya, taking into account local conditions and peculiarities;
- Organization of the movement of spectators on the territory of the object of the public event, ways of filling and evacuation of the stands, ticket offices, food stations, wardrobes, places for rest, medical assistance, fire fighting equipment and equipment placement schemes, rules of behavior of public event participants;
- Certificate on the readiness of the public event object and services to hold the public event, approved by the administration of the public event object;



- List of items prohibited to be carried by the participants of the public event in the object of the public event:
- Organization of regular training of employees in fire and other emergency situations.

Individuals who have been found by the court to be incapable of work or have limited capacity, who have been held in places of deprivation of liberty according to the court's verdict, who have been repeatedly brought to administrative responsibility for violating the rules of public events during the year, as well as suspend their activities in accordance with the law. suspended or banned non-governmental non-profit organizations cannot be organizers of public events.

Without permission, as well as aimed at violating the moral foundations of society, universal human values, illegally changing the constitutional system or violating the territorial integrity of the Republic of Uzbekistan, inciting war, violence and brutality, social, racial, nationalistic and religious enmity, it is prohibited to hold public events for the purpose of committing other actions prohibited by law.

Organizers of public events should be well aware that if the people who watch public events do not have an intrinsic motivation, then there is no moral benefit from the event in which a person participates. The following table shows the criteria of public event effectiveness.

TABLE 1

T/r	Performance indicator	Performance conditions	Grade
1.	Relevance of the topic of the event	Reasoning why the event is being held for this purpose, at this time, with this group of participants	
2.	Subject Name	Simple, interesting, relevant, aimed at solving one of the spiritual and ideological problems suitable for the age, profession, interests, territorial characteristics of the participants	
3.	Expression of purpose	The purpose of the event is that the main points that the participants need to know are clearly written in the form of a thesis	
4.	Preparation time	Announcement of the topic and content of the event to all participants at least one week in advance; that the organizers prepared a week ago; availability of necessary audio, visual, visual aids	
5.	Event script	The script of the event was drawn up a month ago and agreed with the officials. The clear allocation of time for speakers and questions in the scenario	
6.	The fun of the event	Not boring the participants, constantly attracting and activating their attention, using historical, national, modern facts, examples, figures	
7.	Auditorium	Ensuring a comfortable and friendly environment for communication and mutual reference between the organizers and the participants. The participants should be prepared by knowing the topic and content of the event.	
8.	Visual aids	The use of at least three visual aids for each topic	
9.	The result achieved	It was evaluated based on the ability of the participants to tell when and in what situations to apply the new knowledge gained from this event, the percentage of listeners who learned the result, and the number of correct and incorrect answers received	



		from them. Encouragement of active participants	
10.	Documentation	In the statement of the event: the purpose, theses, the question asked, the answers received, achievements and shortcomings, conclusion, recommendations, written, signed and saved [3]	

Mass event algorithm. The fact that the event is spontaneous, artificial, forced and too official will make it ineffective and very low in effectiveness. In this sense, it is appropriate to create an algorithm of spiritual and educational activities. The following table shows the algorithm of spiritual and educational activities:

TABLE 2

№	Event name	Term	Explanation
1.	Conducting studies on spiritual and educational work in the region, enterprise, organization or institution	3 days up to 15 days	In this case, a study is conducted on the basis of a questionnaire on a topic of the area, enterprise, organization or institution where the study is conducted. Specific questions should be reflected in the questionnaire
2.	Analysis of study results	From 2 days up to 5 days	The results of the study are objectively analyzed. It is determined which questions of the questionnaire received a negative result
3.	The results of the study will be analyzed at the meeting of the organizers, where this issue will be discussed	1 day	During the discussion at the meeting, a list of some systemic problems in some neighborhoods will be formed, and proposals and recommendations for its solution will be summarized.
4.	Based on the suggestions and recommendations, a program of measures aimed at eliminating the problems, a plan will be developed	3 days	In the program of measures, activities related to the elimination of problems and shortcomings identified during the study should be reflected - roundtable discussions, visits to families, training seminars, meetings with representatives of various fields, and other similar issues. Events should be scheduled at least two weeks or a month in advance. Otherwise, there will be less time for preparation and it will be difficult to achieve the goal, negatively affecting the result.
5.	The script and program of the event will be prepared	3 days	Based on the essence of the content of each event aimed at eliminating the identified deficiency and problem, its scenario and program is prepared. When creating a scenario and preparing a program, the conditions of the effectiveness and efficiency of the event must be strictly followed. It is desirable that the scenario and program be agreed with partner organizations.
6.	Preparation of the press release of the event	1 day	The dictionary meaning of the term press release is: "press release". It is a short, concise, clear purpose, fluent language, rich in facts, free from excessive "explanations", and should be prepared at least 5 days before the event. Because it is necessary to present a press release to the



			journalists who came to the event
7.	Attract partners and media to the event	3 days	At least two weeks or a month before the start of the planned events, a letter is prepared to partner organizations and mass media and invited to the event. The letter must clearly indicate the time, day, topic and composition of the participants of the event
8.	Preparing the event room (hall) and its equipment	1 day	At least one day before the start of the event, the room (hall) where the event will be held and the necessary equipment (microphone, sound amplifier, computer set, projector, camera, flagstick, marker, paper, pencil, etc.) should be prepared.
9.	Welcoming guests, participants and representatives of the media	Before the event	Before the start of the event, one or two people should be appointed to welcome the expected guests, participants and media representatives. The responsible person should place the participants in their places; provide them with the event program and press release.
10.	Conducting an event	Based on the plan	The event must be held at the designated time and place. The late arrival of event organizers and speakers to the event also negatively affects the quality and outcome of the event. [4]

In conclusion, it should be noted that today it is necessary to properly organize the work related to public events, to systematically organize their promotion. Treating it as a secondary issue is nothing more than ignoring the public, that is, those who came to watch a public event. Therefore, strengthening work related to public events, treating them as a priority and organizing them is one of the most urgent tasks of today.

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