

Events Training

Committee Training 2025-26





Aim of the session:

- This session will cover how to plan and run safe and successful events, trips and socials.



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Event Proposal Form

- You can access the event proposal form [Trips & Events \(thesu.org.uk\)](https://thesu.org.uk) here.
- Input personal and club/society details.
- Details of the event and whether you require additional support (room booking or card reader).
- Once the event proposal is approved all clubs/ societies are expected to upload tickets and the event announcement via your SU webpage.
- Alcohol or food will need declaring and a catering waiver form will need to be signed if its homemade or bought from an outside provider like a supermarket or external business.
- For insurance purposes, risk assessments are required for all submitted events.
- A budget is helpful to the club or society and needs submitting if your event involves any costs
- We encourage groups to collaborate on large events as this can make managing the workload of hosting an event easier and bring in twice the guests which keeps costs lower. If you are collaborating on an even together then only ONE group will need to submit an event proposal form and list the other groups, they are working with.

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Event Timescale

To ensure your event is approved and run smoothly, we ask SU groups to submit event proposals in advance of the following:

- Small scale events off campus or in academic rooms need submitting **10 working days** in advance.
- Small scale events in the Stannary needs submitting **3 weeks** in advance.
- Large scale events like showcases, balls and parties which require extra arrangements need submitting **4-6 weeks** in advance.
- Guest speaker events needs **21 days'** notice as all speakers are vetted prior to the event.
- Overnight trips in the UK trips require **4 weeks'** notice as this will involve additional arrangements.
- Trips abroad require **3 months'** notice.

Risk Assessments

- For all events, a risk assessment will need submitting with the event proposal as your group has a 'duty of care' towards students to protect them from harm.
- The risk assessment will need to be tailored to the event you are organising. Templates for popular events are available [here](#).
- If any accidents occur at your events remember to log them via the [accident report form](#).

Budgeting for events

- A [Budget](#) form is required for any event in which you will be spending money we will need to see that you have effectively budgeted for this. This is incredibly useful and will give you an idea of expenditure for the event and how you aim to cover the costs.
- The club or society should aim to raise funds via a fundraiser event or financially break even when running events than at a huge loss. Think about the price of your events. If the equipment is expensive then price the tickets slightly higher to ensure your society is not losing out by hosting this event.
- PLEASE INCLUDE CONTINGENCY COSTS.



Trips Abroad

- If your group plans to travel abroad please inform your community co-ordinator, so they can support with arrangements and provide you with the correct documents.
- Although, our insurance policy doesn't cover groups abroad a risk assessment is still expected for the whole trip.
- Students travelling abroad are heavily advised to purchase travel insurance and register for a Global Health Insurance Card.
- Attendees, trip itinerary and other relevant information is needed, so the Universities are aware.
- During the trip, there needs to be at least one allocated sober rep for each day of the trip. As a committee you have a duty of care for your members.





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Guest Speaker Events

- **All guest speaker events need to be submitted on an event proposal from with 21 days notice so guests can be vetted.** If received later than this, the event will automatically be rejected, and a new date will need proposing.
- Even if your event is online or off campus, you will need a guest speaker form and your risk assessment will need to reflect these unique risks such as data protection, unknown people entering the chat etc.
- Ensure you have read the [Guest speaker policy](#) and share this with your proposed speaker.
- Room bookings will ONLY be made once the guest speaker has been approved. Depending on the person and the topic, we may need to expedite this to someone higher up. Political based groups may have to wait longer due the freedom of speech policy. No guest speaker or other type of event should be advertised until it's been approved.

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Licenses

- Films require a license, The SU has a Public Video Screening License, with Film bank. Film screenings are only allowed to be advertised via email or in a closed group chat. The SU will charge you £10 for the year for unlimited number of films shown, films must be on film bank and groups need to source the DVD/Blue-ray format.
- Alcohol –the campus bar holds the licence and therefore we must go through them if you want to have alcohol at your events.
- Outside of Campus you would require a TENs license through the council.
- BBQs – if you are looking to host BBQs in the community, please ensure you have checked the facilities bye-laws/rules and update your Risk Assessments.



Advertising and Ticketing

- Once your event has been approved you can advertise your event and ticket for those wishing to attend.
- To advertise your event, you will need to input the details of the event via the 'Events' tab on your group admin dashboard.
- Once the event is created, you can then put tickets on sale via 'Tickets' tab on your group admin dashboard.
- You can put tickets on general or membership sale.



GDPR Practice

- GDPR stands for General Data Protection Regulation and is a legal framework that sets guidelines for the collection and processing of personal information.
- As a committee, that has access to member's full names, email addresses and personal information that may have been told to you, you have a responsibility to ensure you are keeping safe this information and only for as long as required.
- You cannot share this personal information with anyone else and must ensure that no information is written down such as on a form or collecting data this way.
- Via social media, be careful not to tag the group's exact whereabouts and be mindful sharing full government names and information on your exact meeting points on the internet.



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