

Events

When organising an event you should think about what the event is going to be for, such as members' social, to raise the profile of the society, to introduce new members, a special occasion or to raise money for the society. Then think about the type of event it is going to be, such as a party, gig, ball, karaoke etc that way when you are planning the event it will be easier for the Union to see how organised and relevant it will be for society members and the society as a whole.

The better you plan your event normally the better it will be. Sometimes events fail due to bad organisation, poor marketing and just not selling the events purpose to the society members. A bad event could give the society a poor reputation for such things so the better you organise yourselves its more than likely that the reputation will follow.

Things to think about

Why is the event being organised? - If it's just for the sake of it, are you wasting society funds?

What type of event will it be? (Ball, Gig, Debate) - this is important for helping to advertise and organise the event.

Where will you be staging the event? - If you use the Union or University buildings you can either get these free or at a subsidised rate. Other venues will charge you for the Hire. THINK ABOUT COSTS! Also think about the numbers that may be attending and that the venue can handle it.

When will it be? - Are you giving yourselves enough time to get everything organised and does it clash with any other events.

Other things to consider may be the type of equipment that's going to be required, security, insurance, risk assessments, and finally can you as a society afford to hold such an event. Make sure that you have a decent team planning and organising your events too and that they know exactly what they are all supposed to be doing. If they are not organised chances are that the event wont be either.

When you have everything planned for your event/activity make sure you organise 2 meetings. One with all society members to discuss the plans you have and explain what you are doing with the society funds for the event. The second with the Activities and Societies Coordinator where everything will be discussed to see if the event/activity fits in with the aims and objectives of the society, that it's fitting in with Union policy and if economically the event is feasible.

If you plan to use the Hubs as the venue, then you can meet with the appropriate Union staff to arrange facilities, services and equipment.

Remember to complete a **room booking form** if you need space at the Hubs or the University, and a **risk assessment** will be required.