

Event Planning and Organising Trips

When planning an event or trip you need to ensure that you have taken into consideration the below factors. These steps are in place to ensure that the Students' Union are kept up to date, but also to help your event/trip succeed.

The following are examples of activities that are OK to organise without notifying the Students' Union:

- Meals Out
- Nights Out
- Christmas Parties
- Trips to Cinema
- Social Activities within Worcestershire

The following are examples of activities that you need to notify the Students' Union about when organising:

- Harry Potter Studio Tour
- Holi Celebration Event
- Christian Union Weekend Away
- Birmingham Comic Con
- Camping Trip to Wales
- Go Karting or Ice Skating
- Surf Trip in Devon
- Snow Dome

Events

An event is anything that your group organises within Worcester.

When planning an event, make sure you to speak to a member of SU staff about your ideas, they can help to plan appropriately.

- What event you are holding?
- Where the event is going to take place?
- When is it going to take place?
- Risks
- Costs

Event Form Checklist:

All of these forms must be filled out at least 14 days before the event, or you risk it not being approved.

- Event Request Form
- Risk Assessment
- Venue Hire Confirmation (if an external venue)
- Event Ticket Request Form (If selling tickets to attend the event)

Trips

A trip is anything that involves an overnight stay or takes place outside of Worcester.

When planning a trip, make sure you to speak to a member of SU staff about your ideas, they can help to plan appropriately.

- What trip are you going on?
- Where are you going?
- How will you get there?
- Risks
- Costs
- Itinerary

Trip Form Checklist:

All of these forms must be filled out at least 14 days before the event, or you risk it not being approved.

- Trip Request Form
- Risk Assessment
- Venue Hire (if an external venue)
- Trip Ticket (to sell tickets to those attending the trip)
- Transport Request Form or Drivers Registration (Depending on how you are getting there)

Guest Speakers

External Speakers are defined as any non-University of Worcester staff member or students invited to speak on campus. There are policies and procedures in place to help protect freedom of speech within the law.

Remember that you must seek approval for **ALL** external speakers from the SU and you may not publicise your event/speaker until they have been approved.

You need to leave **10 working days** to carry out an approval procedure from the date of submission to completion. In most cases we aim to process these forms within 5 working days, but it may take longer in certain circumstances including exceptionally busy periods and if the speaker requires further scrutiny by the SU/University.

Checklist:

- Guest Speaker Request Form
- Guest Speaker Risk Assessment

Give It a Go

Give it a go is a free taster session for student groups to showcase a range of activities and is a great chance for students who want to get involved to try everything out.

Choose an activity that represents your group, but be creative and unique to attract members. Work with your committee to devise a title short description and itinerary of the event and make sure it sounds fun.

Anyone looking to hold a GIAG session contact:

- Student Sport Administrator
- Sport Development Coordinator
- Student Engagement Coordinator

Fundraising Event or activity

If you are planning a fundraising event for Charity then please fill out a **RAG Fundraising Activity Request Form**. This form gives the RAG Committee and the SU the opportunity to support you in your fundraising and provide any promotional help or resources.

THINGS TO CONSIDER

FUNDING

It is your responsibility to ensure your event/trip is financially viable. When thinking about holding an event or going on a trip, you need to take into consideration the costs involved. If you don't have the money to hold the event, you need to consider if this is something you can afford to do.

When you know what you want to do and how you plan to get there, you need work out the cost, it all starts to add up.

- Entry Fees
- Transport/Fuel
- Accommodation

When you know how much it will cost; you need to know where the money will come from:

- How much will members/attendees pay
- How will members/attendees pay (ticket set up in advance or ticket on the door)
- Is it a realistic and fair cost to expect members to pay?

Venue Options

The Students' Union can provide a free space for your events and activities.

The Hangar: This is a free bookable space open to Students' and student groups. These are some examples of events held in The Hangar by student groups:

- Yule Ball
- Charity Quiz
- Debate
- Scarefest
- Amusement Mile (Carnival)

Key contacts for booking the space

- Matt Birbeck: Bar & Events Manager – m.birbeck@worc.ac.uk
- Neha Bedi: Deputy Bar & Events Manager – n.bedi@worc.ac.uk
- Clement Servini: Marketing & Comms Co-ordinator – c.servini@worc.ac.uk

When contacting the Hangar/Students' Union about booking a space please ensure you provide the following details:

- Name of the Society/Club/Individual that has made the booking
- Lead event contact details for
- Date and Time of the event
- Type of event (quiz, showcase, cake sale, charity event)
- Which area of the SU the booking is for
- Number of guests expected
- What equipment is needed (tables, chairs, power source, microphones, etc.)
- What time equipment needs to be set up and taken down
- In the main area of The Hangar, what furniture layout is desired
- If you are having a DJ/Band/entertainment

These details ensure that The Hangar can provide you with the best event possible.

Room Bookings

If you are looking for a room within the university for your events or weekly socials please email University Timetabling: studenttimetabling@worc.ac.uk

When booking your venue it is important to recognise that not all of your members may be able to access every venue. Respect that not everyone has the same social needs and everybody has different ideas of what they find fun.

TRANSPORT

But how will we get there? You need to think about the most appropriate way to travel whilst on your trip

- Vehicles (Cars, Vans, Towing)
- Driven Minibuses
- Driven Coaches
- Trains

Checklist:

- Driver Registration Forms
- Transport Quote Request Form

MARKETING

PROMOTION IS KEY.

Allow yourself plenty of time to create promotional materials for your activity if they are required. Ensure they are spellchecked and contain all of the correct information.

The SU Welcome Desk can print any posters for you, there will be a charge for this. We can then ensure these get put up around the Students' Union and in The Hangar.

Email: studentsunion@worc.ac.uk with your printing request and ensure they are in the correct format for printing.

We can also promote on the SU Facebook pages, cannot always guarantee this will but we try our best to include everyone.

Email sucommunications@worc.ac.uk with your request.

HEALTH AND SAFETY

As a committee, you hold responsibility for ensuring the safety and wellbeing of your members. The SU has a responsibility to ensure that you are adequately trained and aware of all relevant policies and procedures.

Risk Assessments: Risk Assessments must be submitted for all events and trips that your Society/Club offers. Your regular activities may not need risk assessments, but the SU will contact you if this is the case. Risk Assessments (and trip registration forms) must be submitted via Wufoo (Can be found in the Committee Resources Hub).

Food Hygiene: If you wish to provide your own food at an event or fundraiser, your committee can be liable for any illness caused by food or drinks provided or sold at Society/Club events. You MUST follow the food preparation and hygiene that is accessible via Committee Resource Hub.

EXTRA THINGS TO CONSIDER

Collaboration: Could you partner up with another student group, this could help with costs and increase student engagement in your activity

Time of year: Think about the time of year that you are holding your activity, will students be around on campus, and if they are, are they busy with exams?

Clashes: What else is going on around campus, make sure you check what the SU has planned or ask them if they know of any events going on.

EVALUATION

After your event please ensure to let us know how it went, we like to know what your attendance was like and that it was successful. We don't always want to know the bad stuff, it's good for us to hear positive things too.

You can provide us with feedback after an event here:

<https://worcsu.wufoo.com/forms/sqkyf3j0jbo3ed/>