

# **Students' Union Guide To**

## **Event And Trip Planning**

# GUIDE TO EVENT AND TRIP PLANNING

This guide outlines the processes for organising events or trips, along with key considerations for planning.

You must notify the Students' Union for these activities or similar:

- Quiz/Karaoke Takeover
- 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

However, if you wish to use your club or society funds to subsidise or cover the costs for any social activities, please contact the Students' Union who will review your **club or society balance and make any necessary payments for you.**

You can organise the following social activities without notifying the Students' Union:

- Meals Out
- Cinema Trips
- Nights Out
- Social Activities in Worcestershire (e.g., Bowling)

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# FAQs

## WHAT IS AN EVENT?

An event is anything that your group organises within Worcester.

## WHAT IS A TRIP?

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

## WHAT IS A QUIZ / KARAOKE TAKEOVER?

This is when a student group runs a Hangar Event.

If you want to do any of the activities above you must complete the **Event/Trip Request Form** at least **10 working days** before promoting your Event/Trip/Takeover.

## I WANT TO INVITE A GUEST SPEAKER WHAT DO I DO?

External speakers are individuals who are not affiliated with the University of Worcester that are invited to speak on campus.

There are **policies and procedures** in place to help protect freedom of speech within the law.

You must obtain SU approval for all external speakers using the **Guest Speaker Request Form** before inviting them.

Please allow at least **10 working days** for approval.

While we usually process forms within 5 working days, delays may occur during busy periods or if the speaker requires additional review by the SU/University.

# EVENT PLANNING AND ORGANISING TRIPS CONSIDERATIONS

When planning your event or trip, consider the following:

- Costs
- Venue
- DJs/Entertainment
- Food/Catering
- Accommodation
- Transport
- Decorations & Prizes
- Health & Safety
- Sustainability
- Promotion

## COSTS / BUDGETING

**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 your club/society doesn't have the money to hold the event or trip, you need to consider if this is something you can afford to do.

**You will need to consider and calculate the following expenses during your planning:**

- Entry Fees/Venue Hire
- DJs/Entertainment
- Food/Catering
- Transport/Fuel
- Accommodation
- Decorations
- Prizes
- Entertainment

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

How much will members/attendees pay?

How will members/attendees pay (ticket set up in advance or ticket on the door)?

You can use this handy **Event Planner Budget Template** to predict your expenditure and income.



## THINGS TO CONSIDER

Once you've worked out the cost of the event/trip for your members consider whether this is something that is realistically affordable for students (if students are paying) or something your student group can afford (if covering costs or subsidising)?

## EXPENDITURE - PAYING FOR THINGS

The best way to pay for events/trips is to ask the Student Activities Team to process the payment through your account.

For small items such as decorations and prizes, it's sometimes recommended to use the reimbursement process.

Remind yourself on these processes by looking at the **Finance Procedures for Clubs and Societies**

## INCOME - SETTING UP YOUR TICKETS

There are different ways tickets can be sold. You can request these options when completing your **Event/Trip Request Form**.

### 1) Pre-event / trip tickets:

These are set up on your SU webpage by the Student Activities Team. In the Event/Trip Request Form you will need to give information on

- Name of the ticket
- Cost of the ticket
- Who the ticket is available to? (e.g., members only, students only)
- How many tickets are available?
- Any questions you may need to ask
- When you want them on sale / taking off sale?

You can monitor ticket sales by accessing your sales admin feature on the SU Website. A step by step guide on how to do this can be found here - **Guide to Webpage & Memberships**.

### 2) Pay on the door:

The Events team will set up a ticket on the card machine for you to use as well as providing cash buckets and a float upon request.

## THINGS TO CONSIDER

How are you going to monitor ticket holders/attendees – a stamp, or a wristband, entry list? Who is going to be responsible for being on the door to take door entry payments?

## VENUE OPTIONS

**Where is the event going to take place?**

**When is it going to take place?**

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

### THE HANGAR

During term time, as a student/student group, you can book The Hangar for **free!**\*

**Past student events include:**

- Christmas Caroles
- Debate
- Danceathon
- Charity Quiz
- Scarefest
- Showcases

***\*Venue charges may apply for large scale events. If your booking is outside of term times, discounted rates will be applied.***

### Key contact for booking the space

**Nick Ward: Venue & Events Supervisor** – [n.ward@worc.ac.uk](mailto:n.ward@worc.ac.uk)

To book The Hangar, please ensure you select this when completing the **Event / Trip Request Form**. Please provide as much information as possible for your request.

When you've submitted the request, a member of The Hangar team will be in touch within 10 working days to approve or request a meeting for further discussion if the event details are not fully covered in the form or if the event includes things that require further planning/paperwork.

## UNIVERSITY ROOM BOOKINGS

For university room bookings for events or socials, please email the Student Activities Team or request a room via the **Event/Trip Request Form**.

## EXTERNAL VENUES / TRIP LOCATIONS

You may opt for an external venue outside of the SU/University.

### Examples include:

Worcestershire Country Cricket Ground  
Sixways Stadium  
Swan Theatre  
Worcester Racecourse  
Gaines Christian Youth Centre  
Snowdome  
Waterworld

Before confirming your booking with the venue / activity provider, ensure you have received approval from the Student Activities Team.

When contacting the Student Activities Team, please include information on how you plan to cover the venue hire/activity costs (see costs section for more information on this).

It's worth reading over the **Finance Procedures for Clubs and Societies** too!

We will need **copies of the venue's risk assessment and insurance** before approving your event/trip which you can submit with the **Event/Trip Request Form** or via email.

Additionally, a student group risk assessment must be completed, addressing responsibilities such as travel, money handling, and manual handling hazards.

More information on this is covered in the Health & Safety section of this guide.

## DJ'S AND ENTERTAINMENT

You can opt to use DJ or entertainment services for your event. You will need to arrange and pay for these using your student group budget, even if you're using The Hangar.

However, the Students' Union can help in directing you to appropriate contacts for your event and is something you can discuss during your meeting with them.

DJs can charge anywhere between £150-300 for a night (4-6 hours) but this can vary depending on your chosen venue and equipment and set up requirements.

## THINGS TO CONSIDER

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.

Also make sure you check the venue capacity, are you going to be able to sell enough tickets or is it not big enough for everyone who wants to attend.

## FOOD / CATERING

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

If you are baking food or preparing sandwiches/pre-cooked foods, you must complete **Food Allergy and Intolerance Training**.

If you are cooking food, you must complete **Food Allergy and Intolerance Training** and a **Level 2 Food Hygiene Course**.

You must **attach certificates** of completion to your **risk assessment** and collect **allergen cards** from the Students' Union to display at your event/trip.

If you are buying food, such as crisps and biscuits, you do not need to have completed the training above, but please ensure the allergens are visible on the packaging.

If your event is on campus and you want catering at your event, please speak with a member of the Events team who will help you to arrange this.

When using an external venue, it's important to confirm any additional catering costs on top of the venue hire free or any potential restrictions such as minimum spend or exclusive caterers.

## THINGS TO CONSIDER

Remember to consider how many people you are catering for and different dietary requirements.

Cost of catering is very varied depending on venue and level of offerings.



# TRANSPORT

If you're going on a trip, you need to think about the most appropriate way to get there and back

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

If students are driving personal vehicles, they will need to complete the **Drivers Registration Form**. Drivers can claim up to 45p per mile.

If you want to hire a coach or buy train/national bus tickets in bulk, please complete **Transport Quote Request Form** (Any form submitted less than 14 days before transport is required may not be approved).

## THINGS TO CONSIDER

If any of your members have accessibility requirements for transport, ensure the transport option you select can accommodate these.

# ACCOMMODATION

If you are going on a trip that's over a couple of days or requires accommodation, research your options and share with the Students' Union who will make the booking on your behalf. Please **DO NOT** pay for accommodation yourself.

Students may be required to pay their proportion of the accommodation costs prior to booking.

## Accommodation options include:

- Air BnBs
- Hotels (e.g. travel lodge)
- Other University Accommodation

## THINGS TO CONSIDER

- The location – accommodation is generally more expensive the closer to city centres and event locations
- Accommodation reviews
- Where are you staying? Is there another big event taking place that weekend? This will increase the prices
- Is there parking available? Is it secure? Is it free or is there a charge?
- Confirm who is happy to share rooms
- What amenities are available or close by?
- Travelling by coach? You might need to pay for the driver's accommodation too.

## DECORATIONS

If you need decorations for your event, speak with the Hangar Events Team to see what they already have that you can use. Also speak to other clubs/societies to see if they have anything you can borrow. However, if any decorations are damaged, it will be the clubs/socs responsibility to replace it using their club/soc funds.

## THINGS TO CONSIDER

If you need to buy decorations, consider sustainable options and items that can be re-used for future events. Avoid buying any single-use items that will be thrown away after the event.

For some decorations, think about how you are going to put them up, how long before the event they will need putting up and when are you going to take them down.

## PRIZES

If you are running a raffle, tombola or competition at your event/trip and need prizes consider asking members to make donations of any unwanted items, as long as they are still excellent condition.

If you plan to approach local businesses for donations towards raffle prizes, please let us know and we can provide you with a **Donation Request Letter**.

Please note, whilst you may give alcohol as a prize, you cannot get reimbursed for any items containing alcohol.

## 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. Please ensure you've completed the **Health and Safety Online Training Modules**.

**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.

Templates are available on the **Committee Resource Hub**.

If you're using an external venue or catering, we will require their risk assessments and evidence of valid public liability insurance which you will be able to request from them.

# SUSTAINABILITY

When planning your event/trip, please consider the following:

- Reduce single use items
- Digital First Communications ( e.g., QR codes, online forms to minimize paper usage)
- Sustainable Freebies / Prizes
- Fundraising for sustainability focused charities
- Following event/trip organisers sustainable initiatives
- Reduce waste and clear recycling and waste management
- Prioritise eco-friendly event materials – is there any decorations you can borrow or reuse?
- Sustainable catering options
- Accessible and Sustainable Transport

## EXTRA THINGS TO CONSIDER WHEN PLANNING YOUR EVENT / TRIP

### 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.

# PROMOTION / 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.

Head to our website for some resources you can use to design your promotional materials - **Marketing and Website**

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

If you want our marketing team to create promotional materials for you, you will need to complete **Student Groups Media Request Form (For Events)**. Please note, media requests must be submitted a minimum of **6 weeks** in advance of the date you want to start promoting your event/trip.

Make sure you've set up an event on the website. This will increase your visibility and reach. To set up an event, follow the steps in the **Guide to the Website**.

## BE PROACTIVE

Spread the message using different platforms such as social media to message different student groups, the VPSA committees group, tagging different accounts asking them to reshare. Think about whether any particular course may be interested and reach out to them.

## THINGS TO CONSIDER

Your promotional material needs to be accessible. Accessible guidance is included in the **Introduction to Vice Chair Inclusivity and Promotions** online training module.



## When making your design work

Try to stick to simple and easy-to-read fonts e.g. Calibri, Arial, Century Gothic, Montserrat for your main body of text.

Avoid heavy use of script style texts or italics as this can prove difficult for screen readers.

Steer away from heavily contrasting colours such as brown and yellow or red and green, as this can make your text hard to read. This doesn't mean you can't have colour graphics on your feed, a tactically placed text box can ensure that your text both stands out and is accessible.

Keep it simple! Too many photos and fonts can make a graphic look busy and confusing. We recommend using only one or two fonts and only a couple of photos.

Try and stick to just the information you really need, too much text can put people off.

## When writing your captions...

Include any text you've added in your graphics (dates, times, links).

If you've got a long caption, try using line breaks to spread the text out more and make it clearer to read.

Keeping your #hashtags in one place and at the bottom of your caption makes it a lot cleaner and also less confusing for screen readers.

Adding alt text to your photos is a great way to improve accessibility. You can find this option in post settings and you should include all the information you've put in the graphic. Alternatively, if your post is photo-based, your alt text could look a little like this: 'The photo is of two students enjoying a game of tennis. They are standing on a green Tennis court, each holding a tennis racket'

## PHOTOGRAPHY

If you're taking photography, please make sure you put up a notice to let attendees know photography is taking place.

If you want a photographer at your event, please speak to the Students' Union/team who can suggest a few contacts.

Also make sure you share the photos after the event!

# FUNDRAISING EVENT OR ACTIVITY

You can fundraise for your club/soc or for charity ... or for both!

When completing the **Event/Trip Request Form** you'll need to let us know:

- **Charity(ies) name and Charity Number -**  
You can find the charity number here - <https://www.gov.uk/find-charity-information>
- **The percentage split** between your donations
- Whether you will be donating **profits or proceeds**

**All proceeds:** all donations will go straight to charity

**All profits:** some donations will go towards covering costs, the rest will be donated to charity

You can request the following methods to collect donations via the **Event/Trip Request Form**:

- Ticket on website
- Cash Buckets
- Online Fundraising Platform (e.g., Just Giving)
- SU Card Machine (Note, when using this method small transactional fees apply and are charged to the student group after the event/trip)

If your event is being held in The Hangar, any cash buckets, card machines and floats requested will be collected from and returned to The Hangar. If your event/trip is being held elsewhere you need to collect them from the Welcome Desk during opening hours and return ASAP.

If you are using an online fundraising platform, it will be your responsibility to advertise the link. We suggest creating QR codes that you can display at your event.

## FUNDRAISING ADVERTISING GUIDELINES

**When promoting your fundraising events, all artwork should clearly state:**

- Who you are fundraising for
- What % of money taken will go to charity
- The charities registration number displayed – you can only raise for registered charities in England and Wales

**Example:** 50% of [proceeds/profits] will go to Acorns Children's Hospice, which is a registered charity in England and Wales (no.700859).

50% of proceeds will go to [Club/Society name] which is part of Worcester Students' Union, which is a charity registered in England and Wales (no.1145192).

If you are raising money for charity, we also ask that you include the WSU RAG Logo on your promotional material.

## RAFFLES – CHARITY LEGISLATION

If you are planning on doing a raffle at your event, remember these key points:

- Raffle tickets cannot be sold in bulk discounts.
- Tickets MUST only be sold during the event, on the premises where the event is held.
- The draw MUST take place during the event.

# QUIZ / KARAOKE TAKEOVER

You can request Quiz and Karaoke Takeovers through the [Event/Trip Request Form](#)

## QUIZ

When doing a Quiz Takeover, 50% of the proceeds go directly to The Hangar.

Where the remaining 50% goes is your decision. You can do a raffle or another fundraising activity at the quiz to raise more funds for your nominated charity(ies) and/or club/soc.

You are required to make a poster to promote your takeover and host the quiz. Posters need to be sent to The Hangar team at least one week before you wish to promote for them to review. Remember to look at advertising guidelines section for what you need to include on your posters.

You can send us 20 personalized questions at least 2-3 days before the event, we will add these to the system.

The quiz will have a total of 60 questions, including yours, music round will also need to be included and this could be your playlist.

## KARAOKE

Tickets will be charged at £3, with £2 of every ticket going to The Hangar and £1 of every ticket to the student group or charity of choice.

Student groups are required to make a poster for this, much like the quiz, to promote the karaoke, and if comfortable, take part in hosting the karaoke event.

Posters need to be sent to The Hangar team at least one week before you wish to promote for them to review. Remember to look at advertising guidelines section for what you need to include on your posters.



# Reviewing your Event/Trip

**After the event or trip, discuss as a committee:**

What went well?    What would you do differently if you did it again?

What could have been improved?    What member feedback did you receive?

## Checklist

### EVENTS

- ☐ **Event Planner Budget Template**  
To complete before submitting an Event/Trip Request Form
- ☐ **Event/Trip Request Form**  
To submit no later than 10 working days before you want to start promoting your event
- ☐ **Risk Assessment**  
To be submitted with the Event/Trip Request Form
- ☐ **External Venue Hire (if applicable)**  
**Quote      Insurance      Risk Assessment**  
To be submitted with the Event/Trip Request Form
- ☐ **Guest Speaker Request Form (if applicable)**  
To be submitted with the Event/Trip Request Form
- ☐ **Food Allergen/Hygiene Training (if applicable)**  
To be submitted with Risk Assessment
- ☐ **Quiz Takeover**  
Submit 20 questions 2-3 days before event
- ☐ **Create Promotional Materials & Promote Event**  
For Karaoke and Quiz Takeovers, these need to be sent to The Hangar team 1 week before you want to promote



# TRIPS

- ☐ **Trip Planner Budget Template**  
To complete before submitting an Event/Trip Request Form
- ☐ **Event/Trip Request Form**  
To submit no later than 10 working days before you want to start promoting your event
- ☐ **Risk Assessment**  
To be submitted with the Event/Trip Request Form
- ☐ **External Venue Hire / Activity Provider Information (if applicable)**  
**Quote      Risk Assessment      Insurance**  
To be submitted with the Event/Trip Request Form
- ☐ **Guest Speaker Request Form (if applicable)**  
To be submitted with the Event/Trip Request Form
- ☐ **Transport**  
**Transport Quote Request Form**  
**Drivers Registration Form**  
14 days prior to Trip
- ☐ **Food Allergen/Hygiene Training (if applicable)**  
To be submitted with Risk Assessment
- ☐ **Create Promotional Materials & Promote Event**

