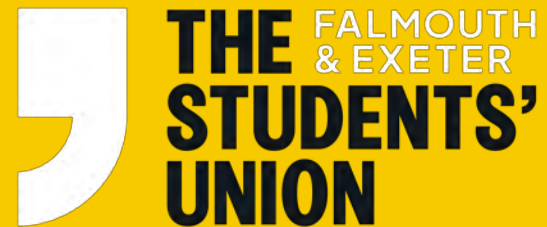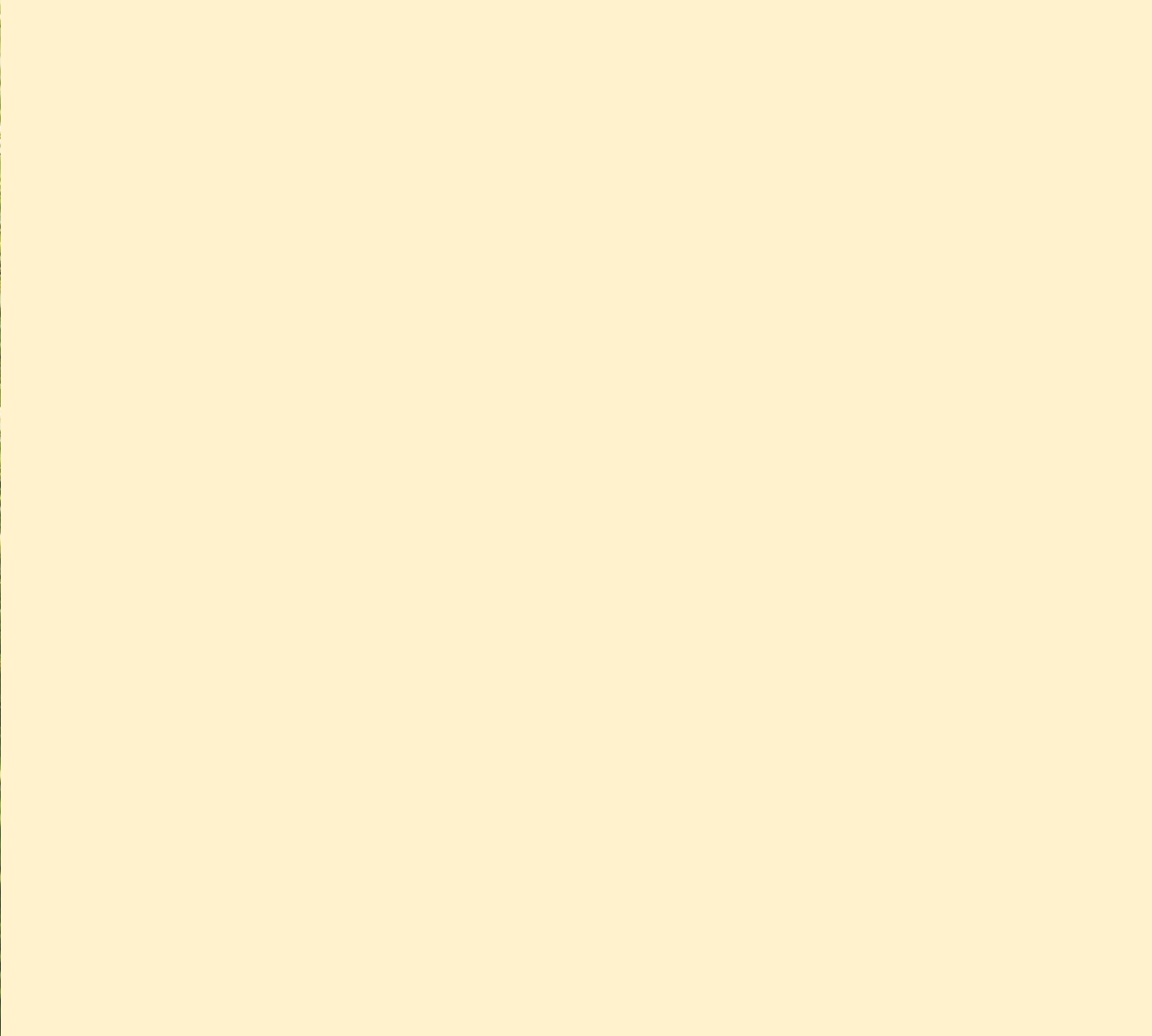# Events Training

2024-25

Aims of the session:

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

SU code of conduct

- The expected behavior of our members and affiliated groups when participating in any activity under the SU, to ensure all members are treated with dignity, fairness and respect. We do not permit 'initiations ceremonies' like hazing.

- We expect all clubs to abide to all SU policies including H&S, safeguarding, equality, diversity and inclusion. Policies (thesu.org.uk)

EDI (Equality, Diversity and Inclusion)

- Purpose of this policy is to:

- Value diversity and promote equality of opportunity for all.

- Promote respect and good relations within and between groups.

- Aim to meet different needs of members.

- Prevent discrimination and victimization.

- Any incidents of discrimination, harassment or bullying will be investigated and may provide grounds for disciplinary action.

- We have a small number of students who are U18s, we will let you know if an U18 joins your group but please be aware of safeguarding in particular travelling with U18s and socials of your club.

Event Timescale Breakdown

- 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.

Regular Session Info

As part of the Affiliation Submission you were asked if you have a regular booking. A regular session is an activity happening more than once i.e. weekly, bi-weekly, twice weekly etc.

For one off/adhoc events and activities you need to follow the event process.

Why do the SU need to know about your group activities?

- If you do not inform your SU Coordinator about your group activities you and your members are not covered under The SU insurance.
- We have a record of when and where your activities are taking place.
- We can help you book and secure a space.

Sports Clubs – instructor forms must be in BEFORE your first session! Including copies of their qualifications

Room & Facility Bookings

Your SU Coordinator will need to book any space you request for the following spaces:

- Campus room bookings (lecture/seminar spaces)
- AMATA studio spaces
- Sports Centre Sports Hall, Studio and MUGA
- Penryn College
- Falmouth School
- Penryn Rugby Club
- Dracaena

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 to declared 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.

- Date and time of event is essential, so we are aware and in case we need to make a space booking on your behalf.

- 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 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. All groups must work on the risk assessment together and have it signed by all of the committee.

Room Bookings

- For events outside of university rooms such as the Amphitheatre, Walled Garden and the Italian Gardens you will need to fill out the [outdoor-space-form.docx (live.com)](live.com) which is attached to the event proposal. A coordinator will then email the events team with your booking form and risk assessment to get the event planning started.

- Falmouth Fox café is also available to book and is great for evening events until 10pm.

- The Social Street (entrance to library) makes for the perfect place to hold a fundraiser. You can request this be booked out and we will secure a table for you. Many groups have had successful bake sales here.

Health and Safety

- Risk assessments are required with all event proposals to outline all hazards you may face during the event and how you aim to tackle them. Risk assessments are a legal document required under Health and Safety law and are needed from you for insurance purposes.

- We suggest that you create a general risk assessment that will cover ALL of the risks for the events you know/think you will have over the course of the year such as a regular session where you play board games or make crafts, take a day trip on a boat to see a museum and then a beach BBQ to say goodbye in the summer. The more detailed your general risk assessment is then it makes it easier to simply keep adding to this single risk assessment you can upload on the event proposal form.

- Without a Risk Assessment you are not covered on the insurance and if something was to happen you would be liable and could face disciplinary action. This includes socials.

- To help our student groups, risk assessment templates of popular events are available on the committee hub here Risk Assessments templates

- If any accidents occur at your events remember to log them on the accident report form tool here The SU Student Groups Accident Report Form (office.com) .When completing this form, please use either 'Non-work related injury' or 'Non-work related ill-health' in the category box. Within incident type, please choose 'SU Activity'.

Health and Safety Continued

- If you are hosting an event on campus, please ensure you have the safe zone app installed on your phone and encourage your members to install it also. The safe zone app allows you to quickly and easily make contact with the Safety and Support team whenever you're on the campuses. It features live chat, one-button assistance requests without the need for remembering phone numbers, and the ability to let the security team know if you're working somewhere alone or out of regular hours.

- Contacts:

- The SU 01326 255861 between 10am-4pm

- Glasney Lodge 01326 253503 (outside of office hours, available 24 hours a day)

- 999 in emergency

Budgeting for Events

- A <mark>Budget</mark> 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

- If you are looking to collaborate please get in touch with us before the planning as we will be supporting agreements from the start

Guest Speaker Events

- **All guest speaker events need to be submitted on an event proposal from with 21 days notice.** If the form is received later than this, the event will automatically be rejected, and instead we will have to ask you to propose a new date and time for the event to happen.

- Clubs can have guest speakers in attendance at their regular sessions or planned events. You will need to submit an event proposal form and fill out the Guest Speaker Approval form that is attached. 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 e.t.c

- Ensure you have read the Guest Speaker Policy [Guest-Speaker-Policy_2023-amend3.pdf (thesu.org.uk)](Guest-Speaker-Policy_2023-amend3.pdf) and shared this with your proposed speaker.

- Room bookings will ONLY be made once the guest speaker has been approved. We require this notice period so we can properly vet the guest speaker. 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 this has been approved. This includes on the SU website, social media or in any other ways.

Licenses & Equipment

- Films require a license, we can use the campus lisence via Film Bank. Each film costs to show starting from £85.

- We are going to look back on previous research which showed that you could use items from the library for Educational purposes but only small clips.

- Alcohol – For campus the 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.

- Come and speak to us to find out more.

- 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.

- We now have equipment that if not used for SU events you will be able to use for your groups or as committees. We will be sharing the catelgue with you after Welcome period.

Using the card reader

- If you require the card reader for your event, the [Request form](#) will need to be completed by following the link on the event proposal form so we can check availability and book it in for you. We have two card readers available to groups to rent out.

- [Card machine user guide](#) helps with logging into the Sum Up machine.

- So, we are aware of how much the club/ society raised from using the card reader a [return form](#) will need completing straight after the event so we can instruct finance to transfer the raised funds into your club account. **Failure to complete this before handing the card reader back to the team will result in an automatic ban on further use of the card machine.**

- The card reader takes a transaction charge of 1.69% for every card payment.

Ensure that where you can, you make your events sustainable and inclusive!

- When advertising your event, it can be useful to students with ASD to post a picture of the committee member they will be meeting before an event, a layout of the room or place you plan on meeting and any other key information that would make it easier for someone to feel less anxious about where they are going.

- Think about where you are holding your events. Is the space accessible? Can you move rooms to ensure it is more accessible? Are the entry and exit points in case of a fire accessible?

- Remember to offer both events on and off campus as not everyone is able to travel back and forth onto campus and may find it easier to travel somewhere within town.

- If you are hosting events that include drinking, ensure that you offer non-alcoholic drinks and activities for those that would prefer to be sober. Events that are not related to drinking need to be offered as well to insure you are being inclusive to everyone.

- Use this checklist as a reference as to how to make your events more sustainable [Sustainable-Events-Checklist.pdf (thesu.org.uk)](Sustainable-Events-Checklist.pdf)

- Refer to our How to Be More Sustainable Guide [SU-Being-Sustainable.docx (live.com)](SU-Being-Sustainable.docx)

- Ensure you watch out EDI training video on how to be more inclusive [Committee Training (thesu.org.uk)](Committee Training)

- Host feedback sessions from your members! Remember to ask them their experience of being in the group and ask for ways in which the committee can make improvements to being more inclusive and accessible.

Last Steps

- Once your event has been approved you will need to upload any tickets you require for the event and create the event on the website with a description. We have helpful videos on how to complete these tasks here [Committee Training (thesu.org.uk)](https://thesu.org.uk)

- Make sure you also advertise your event on all your social media platforms to ensure you are reaching maximus engagement!

Social Media

DO

- **Make it clear who you are in your name and profile picture**

- Be mindful of the impact your social media contribution might make to people's perceptions of you, the University and us. If you make a mistake, be prompt in admitting and correcting it.

**Is your social media accounts best representing your group?
Does it tell the story of what you do?**

DON'T

- Upload, post, forward or post a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

- Disclose sensitive, anti-competitive, private or confidential information.

- Escalate heated discussions, try to lower the temperature and correct misrepresentations.

- Share personal opinions on current affairs, politics etc from a society page – they may be your views, but that doesn't mean all your fellow society members believe them too.

falclimb Message Follow ...

209 posts 711 followers 721 following

FalClimb
Sports club
Come and build your confidence on the wall in a safe & friendly environment with weekly training sessions and monthly outdoor adventures ⚙
www.thesu.org.uk/opportunities/groups/directory/group/6142

New merch   Comittee   Your Q's   This or that   Why climb?

▦ POSTS   ⊚ TAGGED

https://www.instagram.com/business_societysu/

Instagram ˅   🔍 Search   Log

Sorry, this page isn't available.

The link you followed may be broken, or the page may have been removed. Go back to Instagram.

Examples of a good social media account -

Just think:
Are your social media handles correct on the SU website?

Tag us in stuff and we can reshare your success stories and amazing activity!

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.

Trips Abroad

- When planning a trip abroad there are a few extra measures you need to include in order to keep you safe. Alongside an event proposal form requesting this trip abroad we will need separate information on the following: destination, dates, attendees, accommodation, risk assessment, budget, attendees need their own travel insurance, disclose next of kin contact details in case of emergency.

- You must then email your coordinator to arrange a meeting to discuss the next steps in planning your trip and fill out the vital pieces of paperwork.

Transport: The Minibus

- We have one, 12-seater minibus (1 driver and 11 seated passengers) that can be requested for use for trips. The minibuses can only be driven by SU approved drivers, who have completed MiDAS (Minibus Driver Awareness Scheme Course). You must meet following criteria to register for the training:

- • You are aged 21 years and over

- • You have held a full UK car (cat. B) license for at least 2 years

- • You have clean license

- • You do not suffer from any physical or mental disability that could affect your driving

- • You agree to drive the minibus on a voluntary basis and not for hire/reward

- Tom should be in contact with you if you replied to his email on securing your place for MIDAS training this September.

The Minibus Continued

- To ensure each student group can use the minibus, we will be prioritising bookings on following criteria:

- Distance, Whether you can use public transport instead , How many times your group used the minibus before and Activity type (fixtures and trainings will take priority over socials.)

- Minibus handbook [Minibus-Handbook-draft-23_09.pdf (thesu.org.uk)](Minibus-Handbook-draft-23_09.pdf) ensure this is read before renting out the minibus !

- Minibus request form [Minibus Request Form (office.com)](Minibus Request Form)

- Minibus return form [Minibus Return Form (office.com)](Minibus Return Form)

Transport: Your Own Car

- If you're using your own car to transport members to and from group activity and will be claiming back money for petrol for using your own car, you must complete the private vehicle registration form. If you have not completed this form at the time of travel, you will be unable to claim back any money for petrol.

- You can claim back for your travel costs at a rate of 40p/mile travelled. You should do this through the claim expenses button on your group page. This will take you to SGF, our finance webpage, where you will be able to upload the file and have it approved by another committee member and then by a coordinator.

- [Private Vehicle Registration form (office.com)](office.com)

- [SGF-Mileage-Claim-Form-Updated.xlsx (live.com)](live.com)

Quiz

- In pairs, you have 5 minutes to answer the following questions:

- What is the timeframe of a guest speaker event?

- What are the 3 documents you need to attach to an event proposal form for an event in which you are hosting a pizza party?

- List two ways you aim to make your first event inclusive and accessible

Any Questions?

www.thesu.org.uk

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