

# EVENTS PLANNING GUIDE MAP

## TRAINING REQUIREMENTS

- Student Leadership
- MHA - Mental Health Awareness
- RSA - Responsible Service Alcohol
- MAAE - Managing Alcohol at Events
- Safe and Responsible Clubs

UWA Policy Awareness

LMS Module for Club Exec / Service Learning

Attending SOC Council Meetings

## INTERCEPT POINTS

- 1 At the calendar
- 2 Submit for security
- 3 Subiaco Council or City of Perth Approvals
- 4 Posters

1. Training Rules / Regulation Policy
2. Log-on to the Guild Website and download the Events Management Policy

## READ THE EVENT MANAGEMENT POLICY

- 1 Go online to submit event proposal to the Event Calendar.
- Check the proposed date to confirm there are no clashes.

## PROPOSED EVENT

- 9 weeks before event
- 7 weeks before event
- 4 weeks before event
- 2 weeks before event

### STALLS

- Includes:
- Ticket Sales
  - BBQ
  - Bake Sales
1. Book Venue with Guild Events
- Once approved:
2. Hire Equipment
  3. If it is a BBQ you will need to book with catering.
  4. Apply for Food Permit if necessary
  5. Organise Float - contact Guild Finance at least 2 days before event.
  6. Organise Trestle (from Guild Courtyard)

### MINOR EVENT

- TO BE COMPLETED 2 WEEKS BEFORE EVENT**
- Criteria:
- Less than 50 people invited
  - No Alcohol
  - May include admission fee (i.e debate, lecture, discussion group, film screening)
1. Submit to Online Calendar via UWA Website
  2. Guild Events will approve/not approve.
  3. If not approved Guild Events may need more information. Please read Guidelines for approval.
- Once approved:
4. Organise relevant permits needed i.e food permit, temporary structures permit etc

### MEDIUM EVENT

- TO BE COMPLETED 4 WEEKS BEFORE EVENT**
- Criteria:
- More than 50 people invited
  - Alcohol in a licensed venue providing service (staff and security)
  - Planned activity which may result in personal injury
  - No underage guest if alcohol is served.
1. Submit to Online Calendar via UWA Website
  2. Send abridged EMP to Events
  3. Risk Management Plan (if applicable)
  4. Guild Events will approve / not approve.
  5. If not approved Guild Events may need more information. Please read Guidelines for approval.
- Once approved:
6. Organise relevant permits needed i.e food permit, first aid etc
  7. Organise approval for marketing materials (i.e posters).

### MAJOR EVENT

- TO BE COMPLETED 7 WEEKS BEFORE EVENT IF AN INCIDENT HAS BEEN REPORTED AT A PREVIOUS EVENT**
- Criteria:
- More than 50 people invited
  - Alcohol in a licensed venue not providing service, staff or security OR via occasional license on or off campus.
  - Has underage guests
1. Submit to Online Calendar via UWA Website
  2. Send full EMP to Events
  3. Risk Management Plan
  4. Guild Events will approve / not approve.
  5. If not approved Guild Events may need more information. Please read Guidelines for approval.
- Once approved:
6. Send to UWA Security for their approval. (2)
  7. Once approved by UWA Security contact Guild Events
  8. Get relevant permits and licenses i.e food permit, APRA (music), council approval, occasional license, campus liquor license.
  9. Book security (3)
  10. Book approved bar staff.
  11. Organise approval for marketing materials (i.e posters).

### CAMPS

- TO BE COMPLETED 9 WEEKS BEFORE EVENT**
- Criteria:
- Event including an overnight stay
  - With/Without Alcohol
  - Inclusive or 18 plus
1. Read guidelines in events policy specifically relating to camps.
  2. Complete Event Management Plan for camps.
  3. Complete all supporting documents eg. itinerary.
  4. Complete Risk Management Plan
  5. Attend F&P meeting with Guild Events
  6. Guild Events review and confer with Guild President/UWA for approval.
  7. If not approved Guild Events may need more info.

### PUB CRAWL

- TO BE COMPLETED 9 WEEKS BEFORE EVENT**
- Criteria:
- Event across multiple locations
  - Alcohol involved
1. Read guidelines in events across multiple locations
  2. Complete Event Management Plan for Pub Crawls
  3. Complete Risk Management Plan
  4. Attend F&P meeting with Guild Events
  5. Guild Events review and confer with Guild President/UWA for approval.
  6. If not approved Guild Events may need more info.

## APPROVED EVENT

## AT THE EVENT

1. Organise for any local council forms to be signed i.e City of Subiaco Form 1, 2 & 5 plus Food Permit.
2. Complete Event Checklist

## AFTER THE EVENT

## FEEDBACK

From Club

If a complaint is made there is direct communication from UWA Student Services to Guild Student Services.

Major events with pre-interviews follow up for event interviews.

## POSTERS (4)

Can be submitted at any time, can only be approved with approved EMP for event.