

EVENT CHECKLIST

Society events and activities can be big or small and may take place on or off campus. Whatever type of event you are planning, you must follow the process below to help ensure everything runs smoothly.

WHAT EVENT DO YOU WANT TO DELIVER?

Consider the aims and objectives of your society and what you can realistically deliver. Sometimes it's best to start small and get to know your membership before planning a larger event, such as a social or formal.

WHERE DO YOU PLAN TO HOST YOUR EVENT?

Decide whether your event will take place online or in person, and whether it will be held on or off campus. Please note that additional approval steps are required for off-campus events—you can find **more information about this process here**

Thinking ahead about how many students are likely to attend will help you choose an appropriately sized venue. Remember, the earlier you request your preferred venue, the better your chances of securing it.

WHEN IS YOUR EVENT GOING TO TAKE PLACE?

Consider where your event will best fit within the academic year. **The UUSU Meetings and Events Timeline** can help you identify suitable dates and avoid clashes when planning your event within the semester calendar.

IS YOUR STUDENT ACTIVITIES TEAM IN THE LOOP?

The most effective way to keep us up to date with your plans is to **submit a request to host a society event or activity**

COST – CAN YOU AFFORD TO RUN THE EVENT?

Before going ahead, make sure you have enough funds to cover the cost of your event.

- You can read more about society finances and how to **access your money here**
- If you have outlined in your event plan form that you want to avail of a UUSU grant to fund your event (and if your Societies Coordinator feels that your event is financially viable) they will ask you to **submit a Grant Application form**
- We've got a handy budget planning document to help keep you on track. **Activity & Event Costing**

SO, YOUR EVENT IS PROVISIONALLY APPROVED – WHAT’S NEXT?

As the event organisers, it’s the responsibility of the society reps to make sure everyone involved stays safe and well. Take some time to read through your **Event Health & Safety obligations**

Your event coordinator will let you know if you need to submit a **Risk Assessment** and submit it to your Events Coordinator for approval. Please note that final approval can take up to 10 days, so don’t panic if you don’t hear back straight away.

PROMOTE YOUR EVENT

Upload your event details to uusu.org/whatson/ and create your event tickets, if needed, so students can sign up in advance. These guides will walk you through the process.

List an event on the UUSU website

List Event Tickets online

PLAN HOW YOUR EVENT WILL RUN

Think through how your event will run on the day, including roles, timings, and any equipment or support you’ll need.

Use the Purchase or **Payment Request form** arrange the purchase of goods and services and to make payments to your suppliers. Be sure to check the **preferred suppliers list for guidance** on approved suppliers before making any purchases.

ENJOY THE EVENT

Enjoy seeing all your hard work pay off! Give yourself a pat on the back!

If you took in any cash from the event submit a **Cash Lodgement Form** and drop monies into the UUSU office asap.

REVIEW HOW IT WENT

After the event, all society reps should meet to reflect on how everything went. Think about what worked well, what didn’t go quite as planned, and what you might do differently next time.

Let us know via our **Event Feedback Form**

If your event was a hit and you’d like everyone to know, **share your success story here** and your event could be featured on our website and social media channels.

TOP TIPS

- Your Student Activities Team is here to help, so stay in touch and don't hesitate to ask for support whenever you need it.
- Work collaboratively as society reps—be mindful and respectful of each other's time, commitments, and workload.
- Expect the unexpected. Not everything will go exactly to plan, and that's okay.
- Running an event involves lots of moving parts, so give yourself enough time to work through each stage of the process.
- And finally—enjoy the ride! Event planning is a great opportunity to build skills, work as a team, and create memorable experiences for your members.