

FedUni Clubs & Societies Events & Activities Workbook

About this workbook

This workbook is designed to be a guide to assist FedUni clubs & societies to plan and run events and activities. Each event or activity is different and so not every part of this guide and checklist would be needed every time. However there are some key components required for any event or activity:

- Purpose of event
- Date and time
- Location or venue
- Risk Assessment
- Cost of running event or activity
- Event Request submitted to Student Engagement Office
- Promoting your event

The following will quickly go over these key components and then touch on some other areas that may be relevant to your event or activity. Remember the most important thing is you have Student Engagement Officers on your campus that are there to help you with the planning of your events. At the back of this workbook is a checklist that you can use to help plan your event or activity.

Purpose of event

Have a quick think about the purpose of your event or activity. It simply may be for people to socialise and have fun. It may be for students to have an opportunity to get help with assignments from their peers. Whatever the purpose is, it is important that you know what it is so you can tell whether or not your event or activity was successful.

Date and time

It seems like this would be easy but there is a fair bit to consider when planning events or activities for students as you need to take into account classes, assignments, exams and when the quieter times are on your campus.

Location or venue

There are a variety of different venues or locations on FedUni our FedUni campuses. Speak to a Student Engagement Officer on your campus about booking a space.

Risk Assessment

This is a very important step to the event planning process. The event request form has a section for the HIRAC (Hazard Identification, Risk Assessment and Control). There are minor differences between the campuses and so each campus has its own template which can all be found in the resources section of the Clubs & Societies website.

When completing the HIRAC you will need to cover the following:

- **Hazard description** – factors that could be a hazard or cause harm to people.
- **Risk assessed** – these are based on two key factors:
 - The severity of any injury or illness resulting from the hazard, and
 - The likelihood that the injury or illness will actually occur.

This is represented in the following table:

		LIKELIHOOD			
		Very Unlikely Could happen, but probably never will	Unlikely Could happen, but very rarely	Likely Could happen sometime	Very likely Could happen any time
SEVERITY	Death or permanent disability	MEDIUM	HIGH	EXTREME	EXTREME
	Long-term illness or serious injury	LOW	MEDIUM	HIGH	EXTREME
	Medical attention and short-term incapacity	VERY LOW	LOW	MEDIUM	HIGH
	First aid needed	VERY LOW	VERY LOW	LOW	MEDIUM

Control measures – what you will do to minimise or eliminate a hazard.

Who/when – the name of the person responsible for these control measures.

Cost of running event or activity

It's important to think about how much your event or activity will cost to run. Many events or activities will cost nothing to run. Others may have costs involved and you will need to make decisions around how you will cover those costs; charging students to attend or participate; using funding acquired from the Student Engagement Office (see the FedUni Clubs & Societies Funding Model); or money made from a previous event or fundraising activity.

Event Request submitted to Student Engagement Office

Every event or activity your club runs should be approved by the Student Engagement Office. This is done by completing an Event Request. Templates for each campus can be found in the resources section of the Clubs & Societies website.

Promoting your event

No one will come if they don't know about it! Try and start promoting your event at least 2 weeks before the date and make sure you cover as many bases as possible: posters, social media, word-of-mouth. Student Engagement Officers can help you with this.

Serving alcohol at an event

Any event where you would like to serve alcohol needs to be discussed with a Student Engagement Officer. If the event is being held in an unlicensed venue (this includes most spaces on-campus) temporary liquor licenses need to be obtained. This can take some time to process so it is advisable you allow at least 2 months for this to happen.

Important links and contacts

There are a variety of resources on the Clubs & Societies website found at www.federation.edu.au/clubs

To contact a Student Engagement Officer you can email studentengagement@federation.edu.au. Alternatively they can be contacted at the following:

Ballarat Campuses

Jason Slater
03 5327 6642
Student Engagement Office, U Building

Berwick Campus

David Murton
03 5327 6369
Student Engagement Office, Building 903

Gippsland Campus

Jarrad Keddie
03 5122 8945
Student Engagement Office, Building 3N

Checklist

Event basics

Task	Completed			Details
Name of event decided?	YES	NO	N/A	
Date and time decided?	YES	NO	N/A	
Location or venue decided?	YES	NO	N/A	
Purpose of event decided?	YES	NO	N/A	
Risk Assessment (HIRAC) completed?	YES	NO	N/A	
Budget completed?	YES	NO	N/A	
Event Request submitted to SEO?	YES	NO	N/A	

Location or venue

Task	Completed			Details
Location or venue booked?	YES	NO	N/A	
How will the venue be set up?	YES	NO	N/A	
Additional furniture needed?	YES	NO	N/A	
If after hours, will there be external doors used?	YES	NO	N/A	
Is post-event cleaning required?	YES	NO	N/A	
Is security required?	YES	NO	N/A	

Catering

Task	Completed			Details
Will your event be catered?	YES	NO	N/A	
How will it be catered?	YES	NO	N/A	
Will alcohol be served?	YES	NO	N/A	
Have you contacted the SEO to obtain a liquor license?	YES	NO	N/A	
Who will be serving the alcohol and therefore has their RSA?	YES	NO	N/A	

Where will the alcohol be coming from?	YES	NO	N/A
Will you charge per drink or is it a part of the overall admission?	YES	NO	N/A

Promoting your event

Task	Completed			Details
Have you created a poster?	YES	NO	N/A	
Have you sent poster to SEO for approval and printing?	YES	NO	N/A	
Have you put posters up at least 2 weeks before event?	YES	NO	N/A	
Have you posted on social media at least 2 weeks before event?	YES	NO	N/A	

Other

Task	Completed			Details
Will you be charging people to attend?	YES	NO	N/A	
How will you accept payments?	YES	NO	N/A	
Will you be creating tickets?	YES	NO	N/A	
Will you be having entertainment?	YES	NO	N/A	
Will you be needing to use any AV equipment already in the space?	YES	NO	N/A	

Post event

Task	Completed			Details
Have you completed a written evaluation?	YES	NO	N/A	
Have you discussed your evaluation with a Student Engagement Officer?	YES	NO	N/A	