

Created as of September 2018

### **1. Event Planning Preparation**

- a. Office Bearers shall present an outline of events they intend to run during their term to the General Secretary and SRC Administrator prior to the first Council meeting.
- b. The General Secretary and SRC Administrator will be responsible for creating an events calendar to be distributed to all SRC Members at the first Council Meeting of the year.
- c. The General Secretary, SRC Administrator and SRC Member responsible for the event will look to engage with the AUU Events staff in the planning of the events. This may include assistance with booking venues, hiring equipment and assistance with promotion of the event.

### **2. SRC Event Liaisons**

- a. The President shall create a process for council members to express their interest in being involved in the planning, organisation and execution of SRC events. This position will be known as an 'SRC Event Liaison' and will be responsible for assisting The President and SRC Administrator in running events.
- b. The key responsibilities of an SRC Event Liaison is to assist The President, SRC Administrator and any SRC Members wishing to run an event. SRC Event Liaisons will provided added support to those wishing to hold events to ensure a smooth process from planning to execution.

SRC Event Liaisons will assist in the following areas:

- Organisation and planning of the event
- Assisting with the creation and approval of event budgets
- Maintaining the event calendar
- Liaising with external organisations (AUU, Student Care, University Administration)
- Building a relationship with AUU Events staff
- Assist with events on the day

c. The President may allow for a maximum of two Council members to be SRC Event Liaisons.

f. The President shall allocate further duties to the chosen Council member/s.

g. All student representatives chosen shall receive event planning training. The SRC President will liaise with the AUU events staff to facilitate this training.

### **3. Event Proposal Process**

a. SRC Members proosing an event must produce an 'event summary' to enable the Council to have a broader understanding of the event as a whole. The summary should include details of the following:

- Name of event

- Event location
- Event date(s) and opening times
- Type of event
- Purpose of the event
- Description of event's activities, entertainment etc.
- Estimated attendance and audience demographics
- Description of how the event will be marketed and promoted
- Volunteers required for the event
- Event budget

b. The event summary must be submitted to Council for the responsible SRC Member to answer relevant questions and for approval.

c. Only after approval from the Council and AUU Event Team can an event be ran.

d. SRC Members will be expected to submit event summaries to Council with reasonable notice prior to the expected date for the event to be held.

#### **4. Venue**

a. An event venue should be booked at least two weeks prior to the event.

b. Factors that should be considered when deciding on a venue include, but not limited to: cost, facilities, accessibility and capacity.

#### **5. Event Budget**

a. The budget should take into account expenses such as venue hire, catering, audio visual equipment and promotion and advertising costs as relevant.

#### **6. Event Promotion**

a. Events are to be promoted using a variety of communication strategies. These may include, but not limited to, social media posts, posters around campus and handing out flyers.

b. SRC Members holding events must liaise with the SRC President and social media editors to promote their event on social media.

#### **7. Running Sheet**

a. SRC Members running events must produce a running sheet to be circulated to the Council prior to the event. This will include the details of the event as well as expectations and responsibilities of staff.

b. The running sheet shall include a staffing roster.

c. SRC Members are expected, as part of their duties, to assist with SRC events. This may take form in setting up the event, staffing the event or packing up the event.

d. . If an SRC Member fails to attend a shift without prior notice to the event organiser, it will be considered a serious and sustained failure to discharge their duties as an elected member of the

SRC.

### **8.6 Post-Event Evaluation**

- a. The Event Organiser, SRC Event Liaisons and The President will conduct an evaluation of the event as a matter of good practice and continuous improvement.
- b. The Event organiser will be required to submit an event report to the Council. This report will include the details of the successes of the event as well as areas of improvement.
- c. The General Secretary will be responsible for keeping a record of all event reports.