

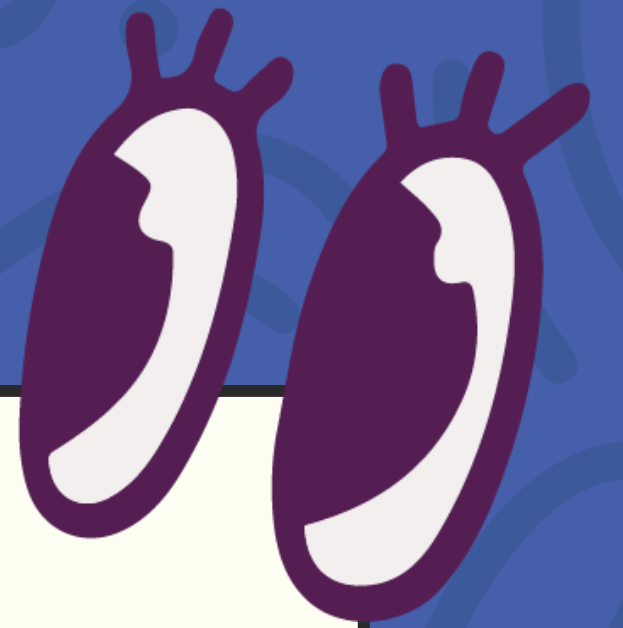


COMMITTEE TRAINING 25/26

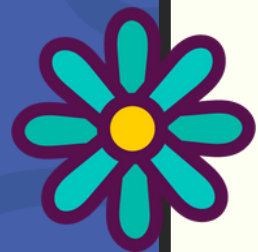
EVENTS AND SOCIALS ORGANISATION




CONTENT OVERVIEW



- 1. Planning Considerations**
- 2. Documentations**
- 3. Regulations and Policies**
- 4. Wellbeing and Inclusivity**
- 5. What is available to you?**



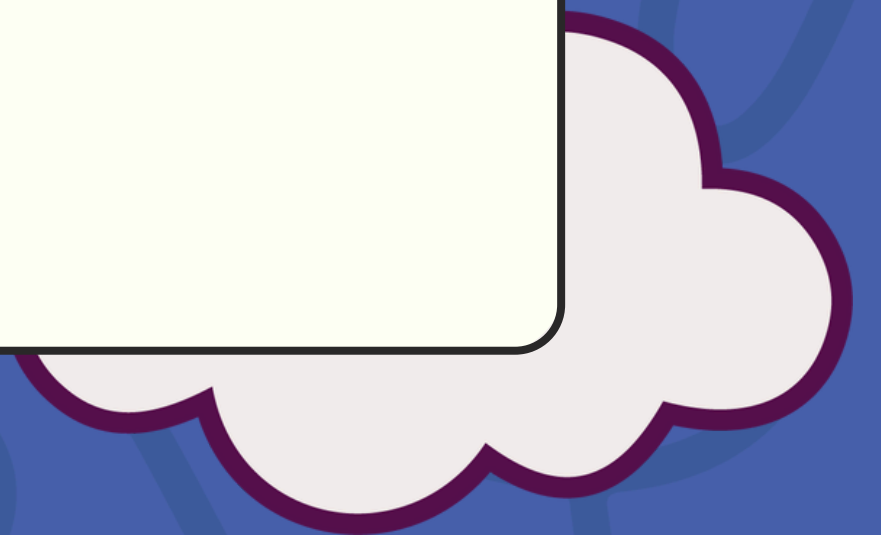


WHERE DO YOU START....?

01.

First Steps

Collaboration with your committee and ensuring everybody is happy with an idea should be step one.



**ACTIVITY:****02.****The 5 W's**

It feels primary school, but
always start by going back to
the 5 W's:



02.

The 5 W's

WHO



02.

The 5 W's

WHO

Is it just your members?

Open to general public?

Which members?

Is there external speakers?

Who are the stakeholders or needs to be
involved in planning?

Could there be accessibility or cultural needs?



02.

The 5 W's

WHAT



02.

The 5 W's

WHAT

What is the event title and how does that represent the event?

What is the purpose of the event, what is the point of it?

What activities will make up the event and what's the theme?

Has this event happened before or is it new?



02.

The 5 W's

WHEN



02.

The 5 W's

WHEN

When is best for it to take place based off of the target audience availability?

When in the week is best, or when do people have exams/are away?

Is it recurring or a one off?

Is there any national or cultural days/celebrations?

02.

The 5 W's

WHERE



02.

The 5 W's

WHERE

Is this happening on campus or external?

What kind of space do you need? .e.g.
seminar room, open floor, lecture theatre

Is your venue suitable and feasible?

Do you have the budget for this location?

Where do you need to advertise the event?

02.

The 5 W's

WHY



02.

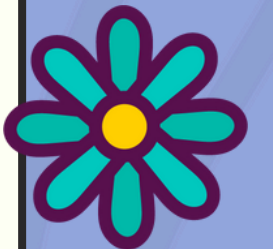
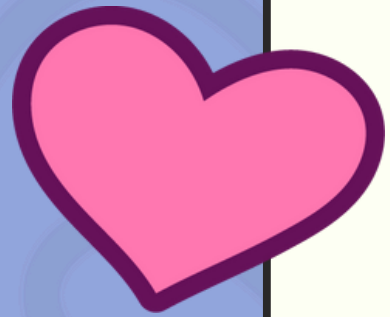
The 5 W's



WHY

Why is this event happening?
Whats the aims of this event, what do
people gain from attending?
How relevant is it?
How does it relate to your society
objectives or development plan?



DOCUMENTATIONS





**THERE ARE CERTAIN DOCUMENTS/FORMS YOU
MUST COMPLETE BEFORE GOING ANY FURTHER
WITH PLANNING:**

Event Notification Form
External Visitor Form
Bar Crawl Form
Trip Registration Form
Event Planning Guide
Master Risk Assessment



EVENT NOTIFICATION FORM



Notice Period:

2 weeks notice minimum

4 weeks if externals involved

6 weeks if for O2 or it is a large event (over 100)



Exact preference not always guaranteed, 3-5 working days to process, must be completed by committee

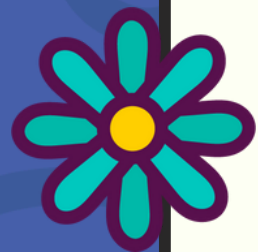


EVENT PLANNING GUIDE



Is compulsory for events with over 100 attendees, whether on or off campus.

Supports you with ensuring information is cohesive and easily available.

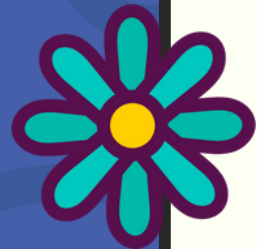


MASTER RISK ASSESSMENT



Protects you, your membership and the rest of committee!

Is what's needed to put on any events and should be updated to include any new events.





REGULATIONS AROUND EVENTS, SOCIALS AND SOCIAL MEDIA





**Why are these regulations
relevant to you?**



A small blue flower icon with a yellow center, located in the top left corner of the slide.


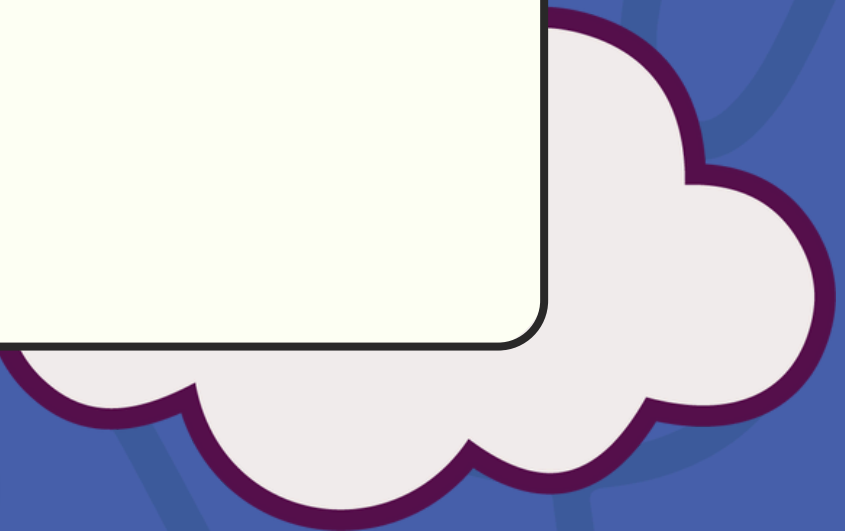
Reputation and Appearance

Safety and Wellbeing

A small pink flower icon with a yellow center, located on the right side of the slide.



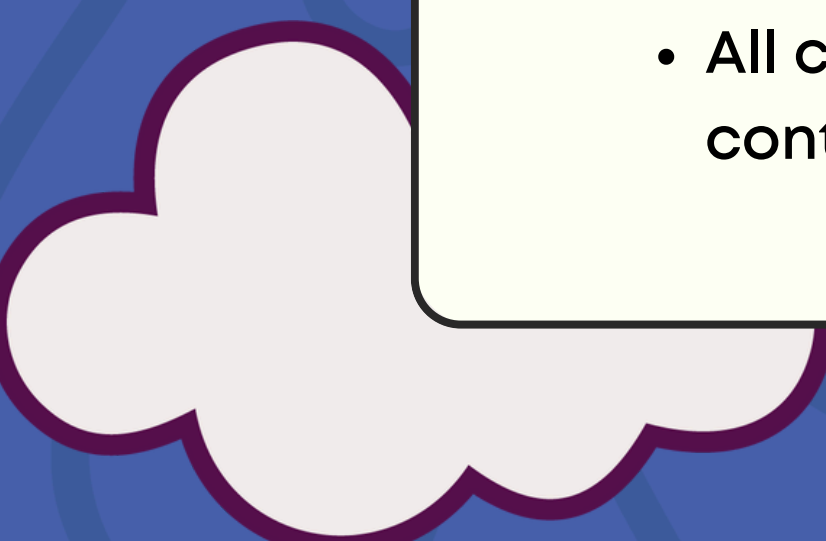
Liability and Insurance

Inclusivity

A pink and blue megaphone icon with sound waves, located on the left side of the slide.A pink envelope icon with a white card inside, located at the bottom left of the slide.A white cloud icon with a purple outline, located at the bottom right of the slide.



SOCIALS AND ALCOHOL GUIDANCE:

- At least two committee members must remain completely sober throughout the event and be responsible for the welfare of all Student Group members.
 - Ensure that non-alcoholic options are always made available and that there is no peer pressure for those to drink if they don't want to.
 - We recommend that you schedule to have sober socials/events on offer at least once a term for those who may not want to participate in drinking activities.
 - Initiation or hazing is not permitted under any circumstance.
 - White lies or similar socials involving writing on each other are not permitted.
 - We recommend that you remind members to eat before attending socials. A lack of food in your system can cause worsened reactions to alcohol.
 - All committee members should have the SafeZone app downloaded for easy contact with security.
- 
- 
- 



SOCIAL MEDIA POLICY:

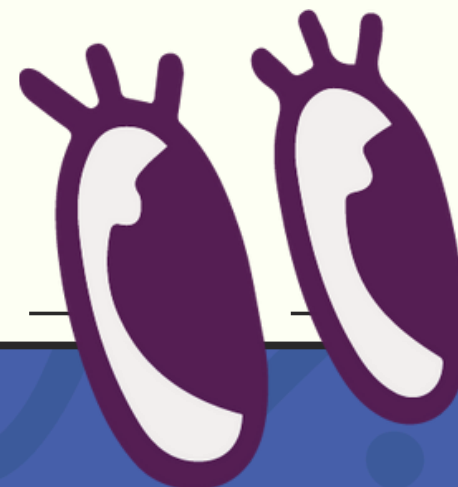
- Unauthorised use of third-party logos, including the logo of the University of Leicester or connected companies, should be avoided.
- Inclusivity should always be considered, and avoid the use of potentially abusive or discriminative language or images.
- You should not be sharing any committee, members or student disputes, conflict or personal issues.
- Breaches of copyright law such as using other peoples images or written content should also be avoided.
- Avoid posting excessive drinking on social media platforms.

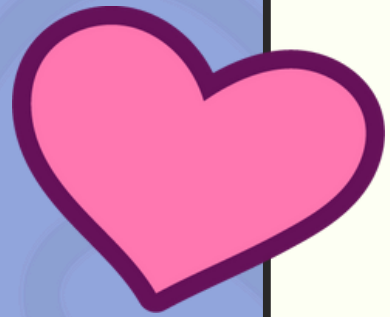
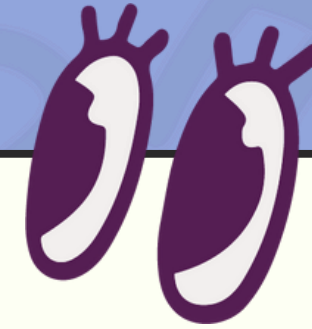




ROOM BOOKING TERMS AND CONDITIONS:

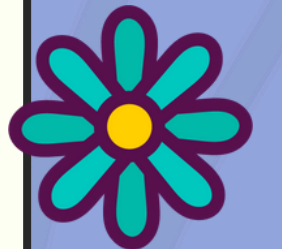
Abiding by the terms and conditions of on campus events, is crucial. Failure to comply could lead to suspensions and restrictions.





WELLBEING AND INCLUSIVITY

List 3 ways in which you can ensure good wellbeing and inclusivity as part of running an event/social or communications online:





**No event, project or campaign can be
successful without the priority on
wellbeing and inclusivity**



Keywords:

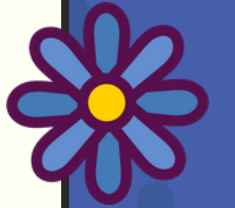
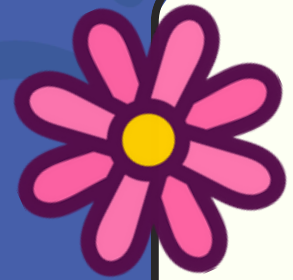
Security, Delegation, Professionalism, Bystander

Security:

All committee members as well as society members should ensure they have the SafeZone app downloaded. This will be your direct contact to security and first aid support during your event.

If off campus, it is recommended that a plan of action be in place that all committee members are aware of, should something go wrong. This should be reflected in your Master Risk Assessment.

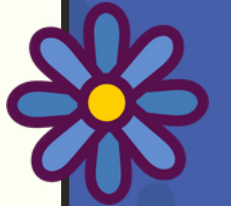
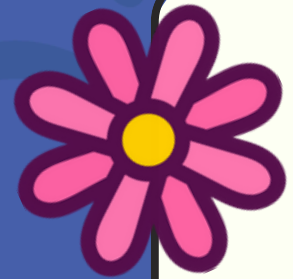




Delegation:

- Even with good time management, you cannot do everything yourself!
- Burnout is not a badge of honour
- Setting boundaries and expectations
- Leadership includes knowing where to outsource support:
 - Who has a relevant role to help you? Who is reliable?
 - Give relevant information and deadlines
- It is about your wellbeing too!

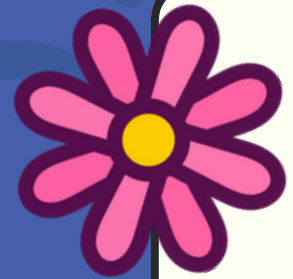




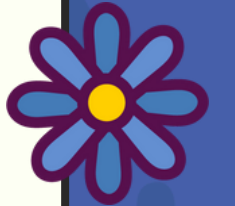
Professionalism:

- Whilst you should always be friendly, approachable and casual with your members, it is also about knowing where the boundaries are.
- At the end of the day, you are representing your society and everybody within it. The decisions you make when planning and running events reflects on that.
- Getting second opinions, support with making decisions and ensuring everybody is on the same page, are great ways of grounding yourself and ensuring decisions are unbiased.





Bystander Awareness:



Unfortunately, events, socials and online activity is where most misconducts and conflicts occur.

- If you see something going wrong or somebody behaving in a way that negatively effects either themselves or another, it is your responsibility to act if it is safe for you to do so.
- Recognising and acknowledging bad behaviour shows that you care and deters others from doing the same.
- Setting expectations of behaviour and what is and isn't accepted at your events can help deter bad behaviour. This could be done through social media, your welcome sessions and how you communicate with your membership.





Knowing the Complaints Procedure:



- Emailing su-complaints@le.ac.uk
- Applied when a student leader or Society and/or Sports Club member displays inappropriate behaviour and/or acts outside the conduct of their role within an affiliated Students' Union activity or setting. 1.2.2 The Code of Conduct & Matrix can be applied to behaviour ranging from minor harm to the point of breaching University of Leicester Senate Regulation 11.



Knowing Senate Regulation 11:

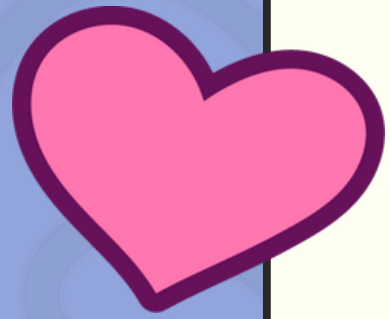
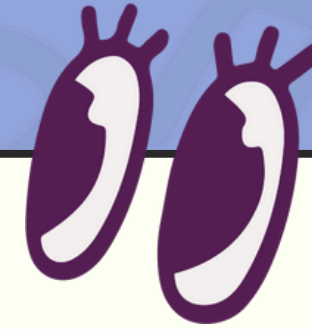
11.54

Non-academic misconduct includes any act or behaviour that is detrimental to a member of staff, student or visitor to the University, its property, interests or to the reputation of the University.

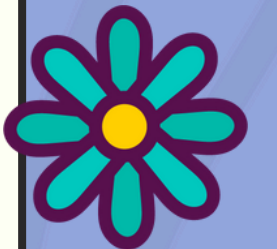
Examples of non-academic misconduct are detailed below:

- Indecent or offensive behaviour or language expressed in any way, including verbally, in writing, through messaging services or on social media or physically
- Harassment or unwanted behaviour on the grounds of race, disability, ethnicity, gender, sexual orientation, gender reassignment, age, religion, or belief
- Organising or participating in initiation activities
- Disruptive behaviour on University premises
- Unauthorised use or misuse of property or facilities
- Actions which may or do bring the University into disrepute





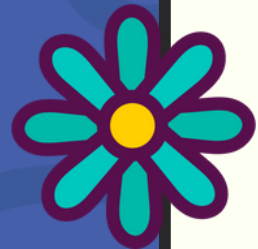
**WHAT IS AVAILABLE
TO YOU?**



ROOM BOOKINGS

Why pay for a venue when you can do it on campus?


You can book out a lot of spaces on campus for numerous styles of events.



ROOM BOOKINGS

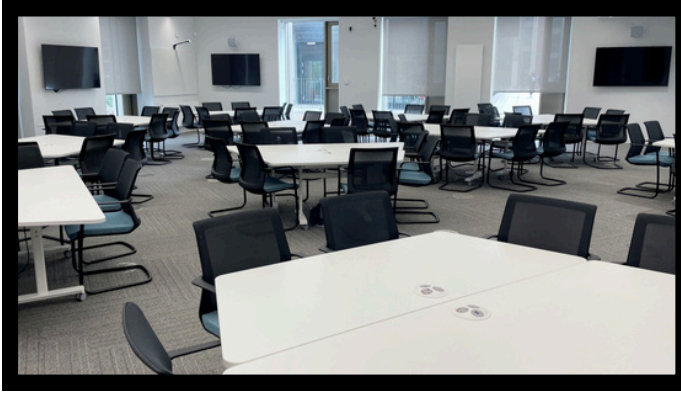
✕
▼
—
Open Spaces

- SU Square
- Gee's
- 0.13 Union Studio
- PG Multi-Use Space
- PG Dance Studio




✕
▼
—
Seminar Rooms

- Sir Bob Burgess
- Attenborough
- Ken Edwards
- PG Training Room



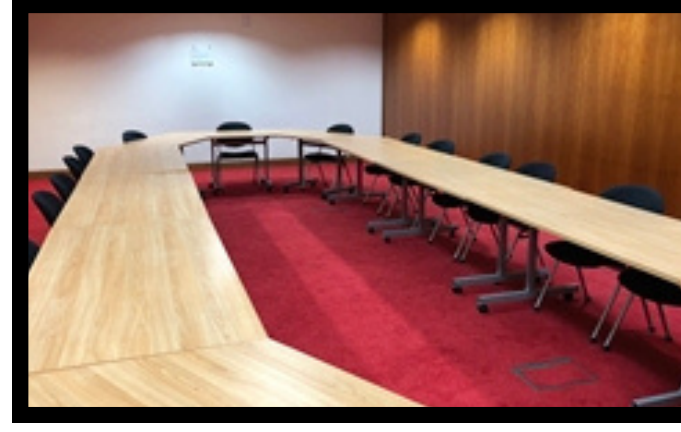
✕
▼
—
Lecture Theatres

- Rattray
- Attenborough
- Ken Edwards
- Sir Bob Burgess



✕
▼
—
Meeting Rooms

- PG Board Room
- PG Meeting Room
- Attenborough
- Ken Edwards



Sports facilities are booked through the sports and active life team

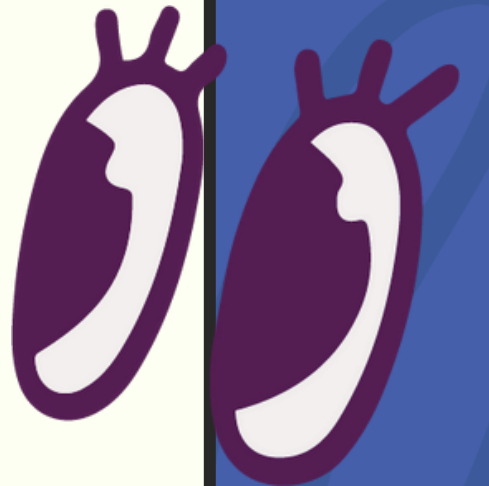


FINANCIAL SUPPORT

Depending on the style of event, you could also apply for grant funding.

This is eligible for any national/cultural initiatives or for initiatives that are directly related to the function of your society.

It is important to set a budget first though and to work out with your treasurer what you can spend from your own pot.



O2 ACADEMY



**You can also hire out the O2 Academy for large events!
All O2 bookings must come with at least 6 WEEKS NOTICE.**

**Booking the O2 has no venue charge but can come with charges
for hiring technicians, use of the bar or security. Details will be
discussed in the planning process.**

You cannot use 'O2 Academy' in any marketing.



EQUIPMENT HIRE



You can book equipment such as speakers, microphones and screens through the universities AV team.

Minimum of 2 full working days (48 hours) are required to full-fill a request.

To book equipment, you can email bookav@le.ac.uk



You can also hire a card machine or hot water urn via the SU by emailing unionactivities@le.ac.uk and specifying in your event notification form.



**WHAT ARE THREE
EVENTS/SOCIALS/PROJECTS
YOU ARE PLANNING ON
RUNNING THIS YEAR?**

Q & A