



Running your student group events

**Committee Training
2022/23 Handbook**

leicesterunion.com



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Introduction

Events are a core component of a Student Group's activity, enhancing the Student Experience and building membership retention. An event is any Student Group activity that is planned by Committee Members for members or other Committee Members. This can be anything from a committee meeting to a film night to a trip abroad!

After completing this module, if you have any questions the Activities & Volunteering Department is here to assist you 10am-4pm Monday to Friday. You can get in touch with the whole team at unionactivities@le.ac.uk.

Who is responsible?

The successful planning and delivery of Student Group events is the responsibility of **all Committee Members**. This includes submitting all documentation on time and ensuring that the safety of members partaking in the event is a priority.

Handbook Overview

This handbook will help you navigate the following:

- Considerations for planning an event
- Event Documentation
- Evaluating the Event
- Large Scale Events

Resources

In this module, the following resources will be mentioned:

- [Budget Management Template](#)
- [Event Evaluation Template](#)

Frequently Asked Questions – Quick Guide

What are the most important parts to consider when planning an event?

There are many factors that should be considered when planning an event; however, you should prioritise the following:

- Accessibility
- Budget
- Contracts
- Inclusivity
- Insurance
- Location
- Inclusivity
- Tickets
- Sustainability

What documentation may need submitting before an event?

- Risk Assessment
- External Visitor Form
- Trip Registration
- Event Notification Form

How can we practice successful events planning in our committee?

There are a number of different ways to ensure that your Committee Members are setting your Student Group up for event planning success.

- When planning an event, map out the different issues that could arise alongside how you can fix them. For example, if attendees and/or organisers can no longer attend or if your event needs rescheduling due to external factors.
- Make sure to plan accordingly, considering the different time commitments of each member. For example, someone may have a part time job or another committee position. It's important to be respectful of people's time commitments so work collaboratively to plan your collective time.
- Talk to the Activities & Volunteering Team about your events if you have any concerns. The earlier we are aware, the more we can do to help you!

Planning an Event: Introduction

Throughout your time on committee, your Student Group will plan a large number of events. To assist, we'd recommend utilising our [Events Planning guide](#).

Planning an Event: Documentation

To support and safeguard every Student Group there are a number of forms that must be submitted prior to events. Check them out below!

Events without an External Speaker

When to Submit?	At least 2 weeks before your event
Why?	The Event Notification form that enables the Activities & Volunteering Department to flag up any issues that may arise prior to your event along with ensuring that your event is covered by the insurance.
Impact of late submission:	There may be delays in getting back to you which means your event may not be able to go ahead
What needs completing?	<p>Your Student Group needs to complete the Event Notification Form – this must be filled in for every event, even if you do not need a room.</p> <p>If required, this form also includes your:</p> <ul style="list-style-type: none"> • Room Bookings Application • Food Disclaimer Agreement • Fundraising Event Notification

Events with an External Speaker

When to Submit?	At least 4 weeks before your event
Why?	There are a number of checks that must take place with regard to any external speakers. These are for security, insurance and policy adherence purposes. By attending your student group event/s, external speakers become affiliated with both the University and Students Union. We need to ensure that your speaker is appropriate and aligns with our ethos before approving them for the event.
Impact of late submission:	<p>These checks are incredibly important to both the University and the Union so need to be carried out every single time.</p> <p>Submitting a form 4 weeks in advance gives the Union enough time to complete the necessary checks, highlight any issues and speak to relevant parties if necessary. Anything less than this may face delays which will impact your event</p> <p>As with room bookings, you may want to factor promotional time into when you submit an External Speaker Form.</p> <p>We strongly recommend not advertising a speaker that has not been approved by the Union. This is to avoid any further issues should they not be approved.</p> <p>If you are facing issues with submitting the form and are unable to give us 4 weeks' notice, please do get in touch as soon as possible at unionactivities@leicester.ac.uk.</p>
What needs completing?	<p>Your Student Group needs to complete the:</p> <ul style="list-style-type: none"> • External Visitor Form • Event Notification Form - this must be filled in for every event, even if you do not need a room. <p>The</p>

	<p>Event Notification Form also includes:</p> <ul style="list-style-type: none"> • Room Bookings Application • Food Disclaimer Agreement • Fundraising Event Notification
After submission	<p>The Activities & Volunteering team will email your visitor, if they are approved, outlining the policies they need to follow. This will include providing a copy of the Equality Policy Statement that your visitor needs to comply with. We require them to electronically sign this statement and return it to us, at least 48 hours prior to your event.</p>

Bar Crawl Guidance

When to Submit?	At least 2 working days before every bar crawl
Why?	The bar crawl guidance aims to offer more support for safely organising and delivering these events throughout the academic year. It means that if members get lost or are left behind in a location they can know approximately where to go next or how to get in contact with someone who should be able to help them.
Impact of late submission:	There may be delays in getting back to you which means your event may not be able to go ahead
What needs completing?	Bar Crawl Guidance

Trip Registration Form

When to submit	2 weeks before your trip
Why?	The Trip Registration Form provides the Activities & Volunteering Department with key information about your trip, such as destination, time, date and emergency contact information. An event is considered a trip if you leave the Leicester area.

Impact of late submission	We may not be able to go through the form in time which may impact your trip if there are issues which need to be resolved before the trip can take place
What needs completing?	<p>Your Student Group needs to complete the:</p> <ul style="list-style-type: none"> • Trip Registration

Planning an Event: Considerations

There are a number of different considerations to take into account when planning your Student Groups in person events including:

Overall considerations

Additional Risk Assessment	As part of your affiliation documentation, you would have submitted your Master Risk Assessment (MRA). If you are holding an event that you did not anticipate at the start of the year and is not covered on your current MRA you must update it. Please then send the updated copy through to unionactivities@leicester.ac.uk with the rest of the event documentation.
Aims	Consider what the event is and the aim(s) of it. This will impact what kind of event you want, who you target, where you hold the event etc. Is the type of event right for what you're aiming to do?
Availability	Make sure your committee are available to dedicate time to the planning and delivery of the event. For example, we would not recommend planning an event when everyone has exams and assignments. If this is unavoidable, make sure that everything has been planned in advance as much as possible
Budget	Outlining an event budget will enable you to decide on a whole range of things including location, ticket price and external sponsorship. For more information on how to budget, utilise our Budget Management resource .
COVID	While there aren't any legal restrictions for COVID anymore, it's important to consider those who are clinically vulnerable or may be worried about catching it when planning events.
Location	Holding events on campus is a great way boost attendance as the University has well-known transport links and members can stay after lectures to attend your event. As a Committee Member, you can book rooms across the Students' Union and University. For more information on how to book rooms visit the Your Time on Committee module or check out the room bookings page here . If you think that campus isn't the right fit for your event, feel free to explore hosting in and around the local area, and beyond! Remember that hosting off-campus events requires additional consideration in your MRA, so this may need amending before you decide your location.

Promotion	Marketing your event is crucial to its success – if people do not know about your event how do they know to attend? Make sure to utilise the Students' Union Website, Twitter, Facebook, and Instagram but more importantly visit our Marketing your Student Group module.
Target Audience	Your target audience can influence numerous aspects of your event. For example, if you know you want to hold a welcome event for freshers than that may impact how and where you promote your event
Tone	Make sure to consider the tone of your event alongside the atmosphere you are aiming to create. Is it a casual social or a more formal event? How will this be communicated to potential attendees?
Tickets	Tickets are a great way to control who is able to attend your event. While groups may use sites such as Eventbrite, these sites will take a percentage of your final total as a fee – we recommend using the SU website to sell tickets as your group will keep 100% of fees

In-person event considerations

Equipment Hire (Union)	The Students' Union has a range of equipment for all Student Groups to borrow for free , including Charity Buckets and Hot Water urn. If your group would like to rent any of the equipment, make sure to contact unionactivities@le.ac.uk at least a week before the event.
Equipment Hire (University)	Affiliated Student Groups can access equipment from the University of Leicester's Audio Visual Services (also referred to as AVS). This department has items including laptops, data projectors, USB webcams, PA systems etc. We recommend requesting any equipment you may need at least 2 weeks in advance. You can order any of the equipment this department has here!
Insurance	Submitting your affiliation documents shows to us that you take appropriate safeguards to minimise the impact of hazards during your events. This means you are covered as part of the Students' Union in our Public Liability Insurance.

	<p>This insurance covers the majority of group activities on and off campus, however if you are doing an activity that you don't normally do (e.g. a one off event that involves higher risk elements) then please check with us to ensure that the activity will be covered.</p> <p>For trips, it is the responsibility of individuals to organise their own travel insurance. For overseas trips, we strongly advise all attendees purchase their own travel insurance at the point of booking the trip</p> <p>Please Note: If your group organises activities that are not covered by our Public Liability Insurance then the organisers of the event (e.g. the Committee Members) may be held personally responsible for any claims. If you require a copy of our Public Liability Insurance contact unionactivities@le.ac.uk.</p>
Location	<p>Holding events on campus is a great way boost attendance as the University has well-known transport links and members can stay after lectures to attend your event. As a Committee Member, you can book rooms across the Students' Union and University. For more information on how to book rooms visit the Your Time on Committee module or check out the room bookings page here.</p> <p>If you are holding your event off campus then it's important to try and ensure the venues you are using are accessible for as many people as possible.</p>
Transport	<p>While the Union no longer has its own minibus, we recommend using Ausden Clarke Coaches. To see further information about this and other travel options, please see this page.</p>

Online Event Considerations

Platform	It's important to consider which online platform will work best for your Student Group. When deciding, we would recommend testing out your event with a rehearsal. Some platforms you could consider using are Zoom , Discord and Microsoft Teams
Who can access event?	Is the event open to anyone or does it require a closed room to prevent disruption? A good way to mitigate for this is to make the event ticketed and ticket-holders are given a password. There is also the option for password protected events or changing settings so attendees can't use their camera or microphones

Accessibility and Inclusion Considerations

Overall

Collaborate	Collaborating with other societies and student groups means your event will reach a wider audience and will look to include more people than you would usually target
Cost	How much will the event cost? Students may not always be able to afford to attend events or activities so ensuring there is a mix is vital to increase access to the event
Inclusive language	Avoiding overly gendered terms or ableist language will show that you are aware of the power of language and how to use that to be respectful of those who may want to attend your event.
Vary marketing	Having various forms of advertising can increase the reach of your promotion. Looking at where you are promoting online as well as where any physical materials are is very important to who can see your event and therefore who chooses to attend
Vary sessions	Also, please remember to be considerate if planning to have food/drinks at your events. Some members may have dietary requirements and/or choose not to drink. Considering these will make your events more inclusive for people with varied needs. Although alcohol can play a part in university social culture, holding non-drinking events means those who don't want to drink can attend without feeling awkward or uncomfortable.

Accessibility and Inclusion considerations for in-person events

Accessible Buildings	The more accessible your venue is the more people who will be able to attend. Accessibility can be dropped kerbs and wider doorways to accommodate wheelchair users, hearing aid loops for those with hearing difficulties and/or gender neutral toilets
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Accessibility and Inclusion considerations for online events

Recorded sessions	Not everyone will be able to attend every event however if you are able to record the session for people to access afterwards, it means they can still enjoy the event and potentially continue their interest in your group
Subtitles	A wide range of people uses subtitles, so having them available can increase how much people are able to connect with your event and understand it. When choosing a platform to host your event on, it may be worth seeing what kind of subtitle/caption availability they have

Emergency Procedures

When running an event it is important to always be aware of the emergency procedures in the eventuality that something happens:

1. **Assess the situation** calmly and using common sense, decide on a safe course of action. If Committee Members are around, notify them of what has happened.
2. **For minor injuries**, a trained first aider from your group/the venue should attend to the injury and make a decision about further action
3. **In the event of a serious injury**, the designated first aider/activity organiser/Committee Member should contact the emergency services by dialling 999. Be prepared to give them as much information as possible about the condition of the casualty and to follow their instructions.
4. **Ensure the safety and welfare of all other members** and make sure they are escorted to another venue if necessary. If the group splits up, ensure that there is an understanding of responsibilities between the groups and that each has a leader. Make sure that no members are left unattended.
5. **Where a casualty is taken to hospital**, it is advised that another member of the group (preferably a member of committee) should accompany them.
6. **Where a serious incident or fatality has occurred** involving a student, it is the role of the police to inform relatives. For this reason, it is **essential** that **no one** speaks to the media or contacts relatives to inform them of the accident. Do not give information to **anyone** other than the emergency services, Students' Union staff, or University of Leicester Security Staff members dealing with the incident. This includes giving out any information online or over the phone.

Always be aware of the preventative steps outlined in your Student Group's Master Risk Assessment (MRA) in order to reduce risks. The committee as a whole are responsible for ensuring that all risks are appropriately managed. This includes ensuring that all Event Notification forms are completed and that **members have been briefed about emergency procedures** for the event.

Reporting an Emergency

Following any incident, accident or injury during a planned activity, you must call Campus Security, 0116 252 2888.

Please provide as much information as possible about what occurred, what steps were taken and any injuries that were sustained. If you would feel more comfortable, you can come into the Students' Union Office to report it to us. Where possible, this should be done within 24 hours of the incident.

Additional measures for a safe event

Risk Assessments

As committee members, you are the lead for Health & Safety for your Student Group. As such, it is crucial that you abide by the measures you have identified in your [Master Risk Assessment](#) (MRA) and any additional risk assessments to protect yourselves and your members.

Challenging Inappropriate Behavior

During your time on committee, you may come across your members/fellow committee making inappropriate remarks, phrases, words and behaving that will offend others. This includes but is not limited to ableism, racism, sexism, homophobia, and transphobia.

Please Note: If you ever feel uncomfortable in a Student Group situation, contact the Activities & Volunteering Department for support and guidance.

To challenge this behaviour, we recommend taking the following steps:

- **Act Straight Away:** If you can address the situation straight away without putting yourself at risk, then act.
- **Be Polite:** Do not aggravate the situation. Think about your tone of voice, body language and how you address people. Remain calm and state why something has offended you/others.

- **Evidence:** When speaking to the person who has made the remarks, utilise evidence, sticking exactly to what has happened without exaggerating or escalating the situation. This is also important when reporting the incident afterwards.
- **Avoid Confrontation:** If the situation is too dangerous to challenge there and then, walk away.
- **Know who to speak to:** Whether it is the Students' Union or another member of your committee, there is always someone to help. Please see our [Wellbeing for Student Groups](#) training module for more details on signposting and reporting incidents.

'White T-Shirt' Socials

A White T-shirt Social (or Plain T-shirt/Hi-Vis Social) is defined as any event in which attendees engage in decorating one another's plain item of clothing, for example by writing and/or drawing on them.

These social events tend to foster and encourage behaviours that are not deemed acceptable by Leicester Students' Union and the University of Leicester. This can include, but is not limited to, illegal or grossly offensive words, terms or images, written or drawn on attendees' clothing – particularly, content related to protected characteristics and marginalised groups. This is evidenced in a significant number of examples across the University Sector in recent years.

Therefore, in order to safeguard all members of the community 'White T-Shirt Socials' as defined above are prohibited from taking place. Any Student Group that is identified as organising a 'white T-Shirt social' will face Students' Union investigation.

Initiations

As evidenced in a significant amount of reports from across the University sector over the last few years, initiations are still prevalent at many Universities.

‘Initiations’ are defined as any actions or events in which members(s) of a Student Group are expected to perform a task or tasks as a means to gaining credibility, status or entry within that Student Group.

This may be achieved by peer pressure (although not explicitly) and may compromise a person’s inherent dignity by forcing or requiring an individual to drink alcohol, eat mixtures of various foodstuffs, nudity and any other behaviour that may be deemed humiliating. This also extends to online initiation activities on social networking sites or blogs, etc. Individuals should not be pressured into divulging personal information, be subject to comments, photos or images that demean or compromise the dignity of individuals or groups.

The University of Leicester Students’ Union and Sport and Active Life will not support, facilitate nor endorse any kind of initiation by its affiliated societies and sports clubs.

Any Student Group that is identified as organising an initiation will face Students’ Union investigation that could lead to a suspension of Student Group activities.

On the Day of the Event

To help the event progress successfully and allow you to delegate and lead the event effectively, we recommend keeping in mind the following principles for all events, big and small!

Making an Itinerary

Making an itinerary will assist your group in being able to picture how the event will run on the day. Look below for an example of a Student Group competition.

<i>Time</i>	<i>Location</i>	<i>What's happening?</i>	<i>Who's Responsible?</i>
19:00 – 19:30	Outside	Welcoming members, briefing teams, etc.	Competition Secretary (to Lead)
19:30 – 20:00	O2 Academy	Competition starts	Whole Committee
20:00-20:30	O2 Academy	Judging takes place	Competition Secretary
20:30 – 21:00	O2 Academy	Awards are announced	President (to Lead)
21:00 – 21:30	Walk to restaurant together	Social to celebrate	Whole Committee Social Secretary (to Lead)

Effective Delegation

To effectively delegate different tasks before the event, think about using a RACI Matrix which addresses the Task, who is responsible, who needs to approve it, who needs to be consulted and who needs to be informed. This will allow you to have an overview of the lead up to the event along with helping you form a quick agenda for updates at meetings. See below for an example.

<i>Task</i>	<i>Responsible</i>	<i>Approve</i>	<i>Consult</i>	<i>Inform</i>
Venue	Social Secretary	President and Treasurer)	N/A	Publicity (to promote)

Marketing and Promotion of the Event	Publicity	Secretary	Social Secretary	President
Arranging Decoration and Food/Drink	Social Secretary	Treasurer (Finances)	N/A	Membership (Dietary Requirements etc)

Running a Large Scale Event

Delivering a large scale event (for example, a ball or celebration event) can be a great opportunity for your members. However, it is important to remember that these events require a lot of planning and resources including Committee Member time and Student Group finances. Therefore, a large scale event should only be undertaken only with careful consideration and detailed planning.

To help, we have outlined the following process to ensure you are supported:

1. Organise a Committee Meeting.

Discuss and consider the following;

- Does the event meet your Student Group's aims?
- Have you consulted with members to find out what they want? And When? What price would they be willing to pay?
- Has the event been held before? Was it a success? What lessons were learnt?
- What's your budget?
- Time frame – For a large event you need to have an approx. 3-4 month lead in time. Is your timeframe realistic? Consider other commitments and plans too, for example deadlines and exams.
- Review, discuss, and consider any risks fully. How will you mitigate these risks?

Your Student Group could also:

- **Appoint a Project Lead:**
 - By appointing someone a project lead, the event is likely to be more organised as it can be taken up by someone who has the time available.
- **Create a Project Plan:**
 - A project plan identifies the actions and progress of what actions need to be done to deliver the event. Include time frames and who is responsible for each action.
 - Also, record any risks that threaten the success of the event and the actions to mitigate this.
- **Form a Budget:**
 - Including **all** incomings and outgoings, e.g. ticket sales, sponsorships, security costs for venues etc.

- You should find proof of **all** costs to inform the expenditures listed in your budget, for example by searching online or getting quotes from suppliers.
- Mitigate and plan for the financial risks of the event. What will you do if your sponsorship falls through, or you can't sell as many tickets as you planned?

2. Organise a meeting with your Students' Union Development contact

This will be to discuss and review all the plans developed from your committee meeting. At this stage, your Staff Development Contact will either work with you to revise plans or if they are happy with the event, approve you to continue planning.

Please Note: This **must** be done before any contracts are signed or finances committed.

3. Contracts

As highlighted previously all contracts **must** be approved by your Students' Union Development Contact before signing. Therefore, if at any point during event planning you are required to sign a contract please provide this to your development contact for review and approval, **before** you sign. If you do not do this, your Committee Members become directly liable for any costs incurred. This process is to protect and support you.

4. Work towards delivery

Continue to work to your event plan and ensure you hit deadlines whilst holding regular event meetings to review and ensure work is completed. It is your responsibility to make the event a success and meet any contractual commitments. Therefore, you must ensure you are on top of planning. It will be challenging at times, but organisation, teamwork and a positive attitude are the key to success.

5. What if something goes wrong?

- Identify the issue
- Consult your project plan – Was this risk already identified? What actions were outlined to mitigate this?
- Discuss with the relevant members to identify a solution
- Consult your Staff Development Contact if you feel a solution can't be reached, or if the issue is at significant risk to your budget, future events or Student Group reputation. The earlier we are aware, the more we can do to help you!

6. Enjoy the event, reflect, review and handover

Make sure you allow time at the event for you to enjoy what you have achieved! Following the event organise a review meeting to ensure all learning and documents are recorded and handed over to the next committee. You should also review what you have learned from a personal perspective, and think about how you can evidence this in future interviews, job applications, etc.

Evaluating the Event

Once you have run your event, evaluate what went well and what could be improved to ensure that your next activity can be even more of a success! This can form a crucial part of your Student Group handover.

To help, utilise our Event Evaluation template [here](#).

Making your Experience Transferable

Throughout your time on committee, you will gain skills that may be useful when writing applications. Have a look below for some ideas on skills that directly relate to Student Group Financial Management.

These have been taken from the Careers Development Service's '[Transferable Skills Framework](#)', designed to help students review skill sets that are desirable to employers.

- **Planning and Organising**
 - Planning an event can take a lot of organisational skills – how did you balance your degree alongside your Student Group commitments?
- **Problem Solving**
 - If a problem has arisen whilst planning an event, how did you fix it and ensure that the event continued to be a success?
- **Enterprising**
 - Running an event with the aim to raise money for a Student Group or Charity takes creativity and resourcefulness to make sure that an event can stand out from the crowd

When applying these skills in your applications, remember to use strong examples that you can back up verbally along with how the group acted as a whole along with your individual role.

Of course, this list is not exhaustive and for further support, the Activities & Volunteering Department would strongly encourage you to visit the [Careers Development Service](#) website and look through their resources or book an appointment.

Changelog

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