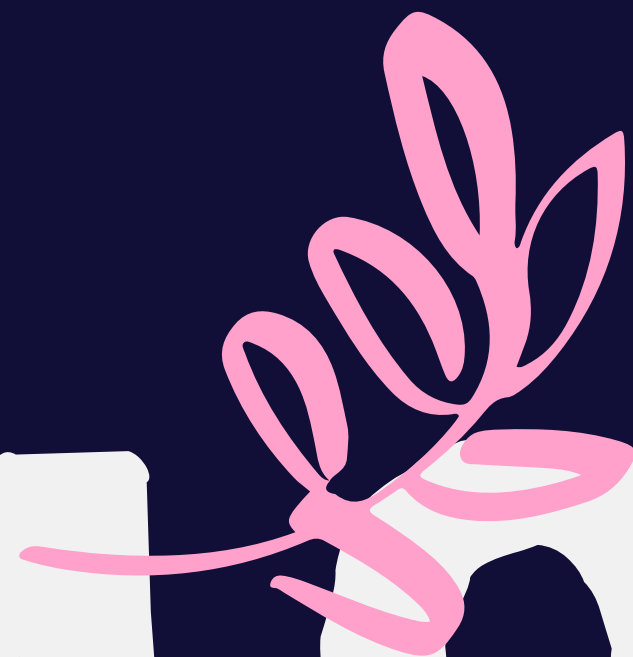
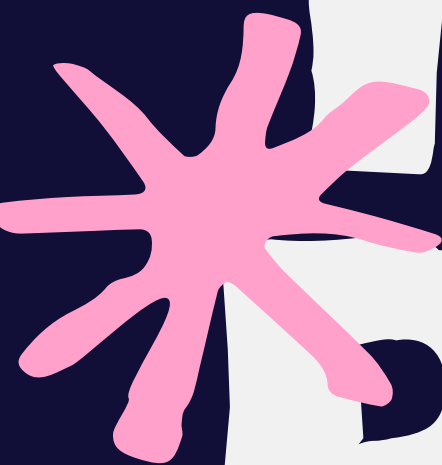




TERM ONE BRIEFING

SEPTEMBER 2026

FRESHERS FAIRS, ROOM BOOKING EXPECTATIONS + Q&A

FRESHERS FAIR BRIEFING

TUESDAY 22ND AND WEDNESDAY 23RD SEPTEMBER

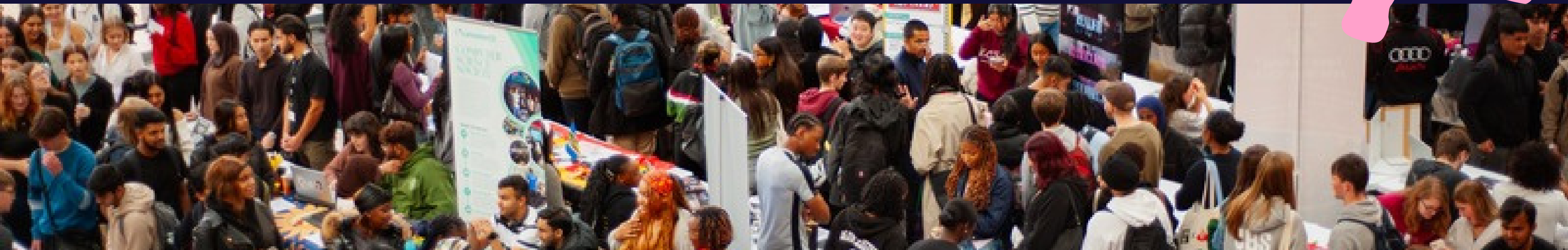
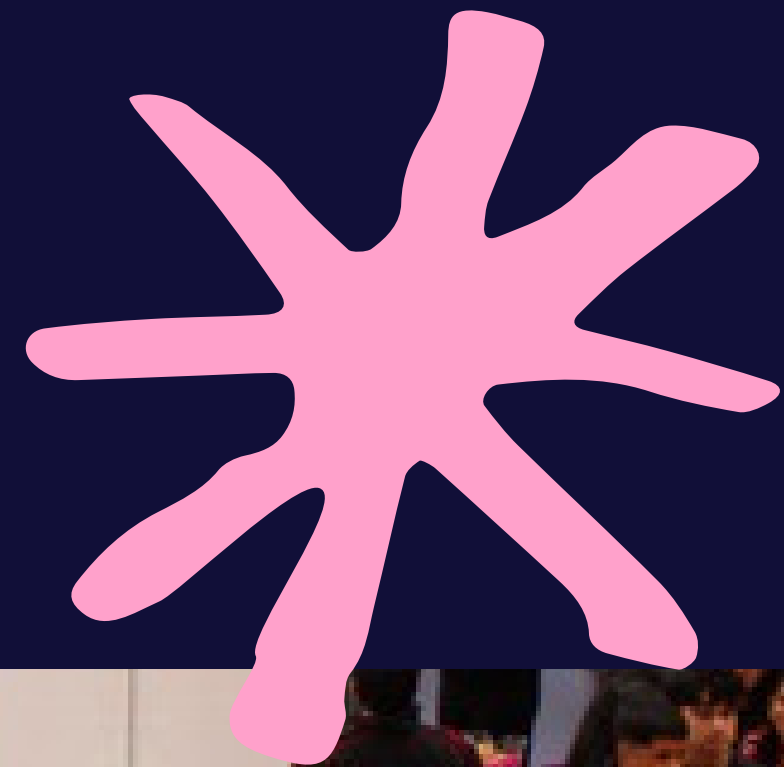


Set Up Time: 9am-10am

Fair Opens: 10am

Last Call: 10:15am-10:20am

Set Down: 4pm



CHECKING IN

You have from 9am-10:15am to check in for your stall.

You must check in via the reception desk which will be at the entrance to the SU Square need the Pool Lounge.

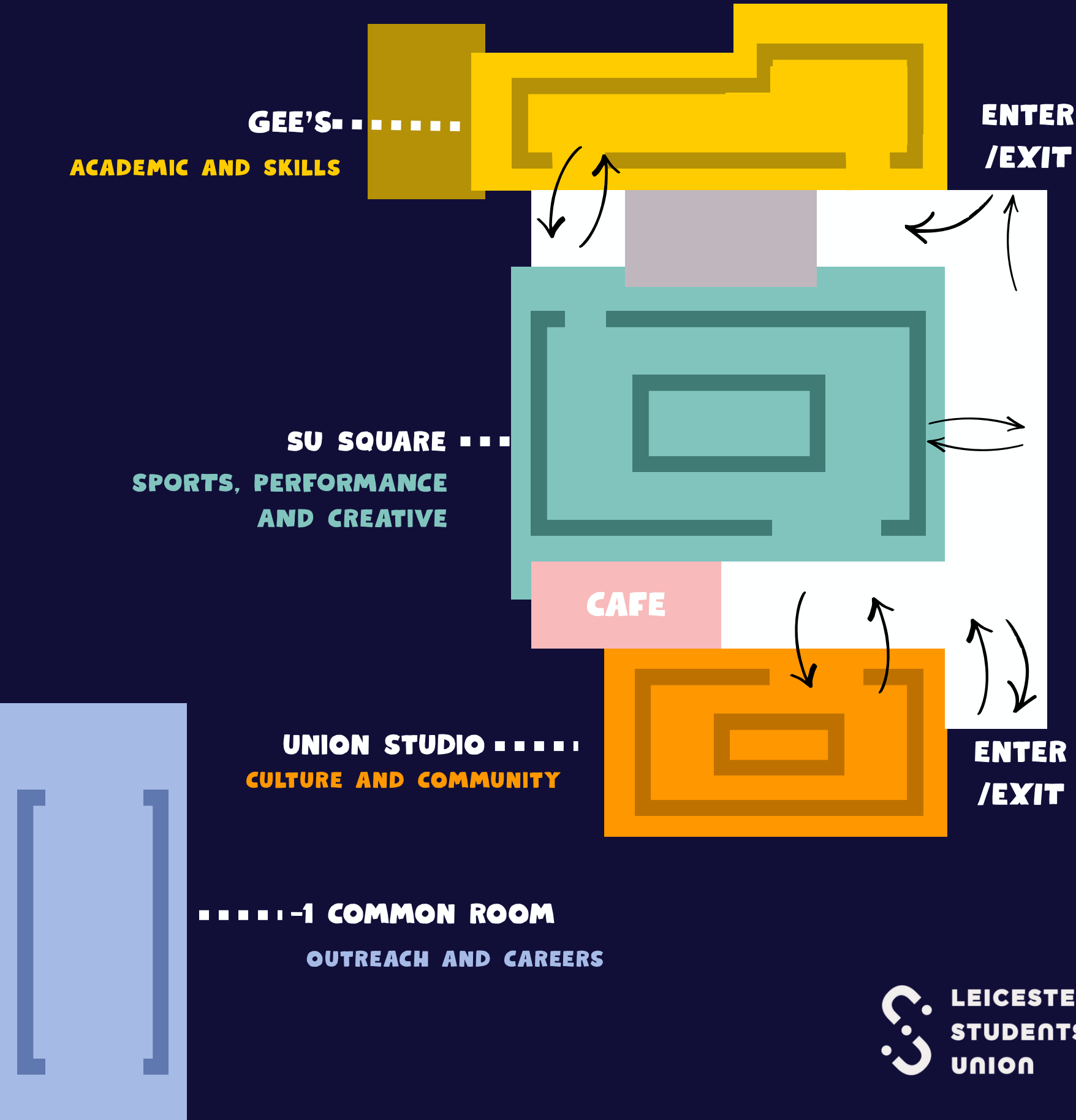
If you have not turned up or checked in by 10:20am, you will loose your stall and it will be allocated to groups waiting.



Check in Desk



TUESDAY



No One Way System *

There will be controlled entry/exit but once they are in the space, it is free flow.

Extra Spaces *

Due to the reduction of stalls in the square, we are utilising the -1 common room as people leave the O2 and the terrace space.

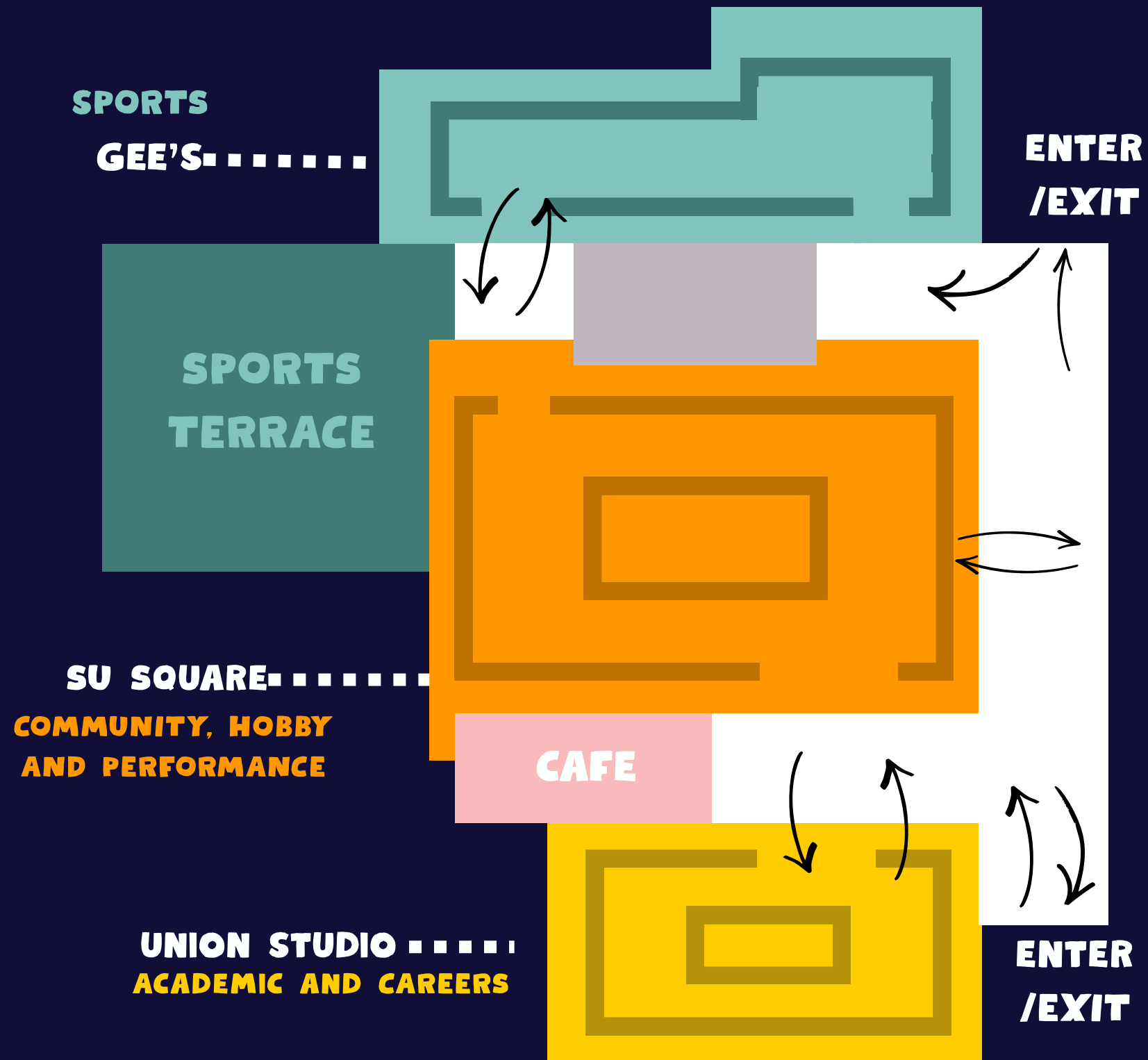
Set Areas *

Each space has a set category, to make you easier to find.



BIG CHANGES

WEDNESDAY



No One Way System *

There will be controlled entry/exit but once they are in the space, it is free flow.

Extra Spaces *

Due to the reduction of stalls in the square, we are utilising the -1 common room as people leave the O2 and the terrace space.

Set Areas *

Each space has a set category, to make you easier to find.

BIG CHANGES

REGULATION

- Maximum of 2 people on a stall at any time.
- No food and drink can be offered, that isn't pre-packaged or shop brought.
- Money and membership payments can not be taken on your stall for any reason.
- No loud music or audio equipment. Any videos need to be muted.
- You must only use the stall allocated to you.
- The throwing of sports equipment/balls/items is prohibited.
- You must clean up after yourselves and ensure all equipment is taken home.

If we have to ask you more than once to stop doing any of the above, you will risk being asked to leave or future privileges being revoked.



RESPECTFUL BEHAVIOUR

We ask that you treat others around you and other student groups, with dignity and respect.

This goes for attendees too, who will be looking to you as role models.

Any abuse, confrontation or disrespectful behaviour, will result in your removal from the fair and potential consequences for your group.

If you encounter any issues, please speak to a member of staff.



THINK BEFORE YOU DO

Remember that Freshers are looking to you and are trying to find a community like you did.

Think about the kind of reputation, image and environment you are trying to create for both your group and yourself.

Freshers can be very exciting, but also very chaotic. Take a minute to think before acting.

If you are unsure about something or need advice, drop us an email.

For more concerning behaviour, email concerned@le.ac.uk



ANY
FRESHERS
QUESTIONS?

EVENT REMINDERS



- ✓ 2 weeks for standard bookings.
4 weeks for bookings with external visitors/speakers or over 100 attendees.
6 weeks for O2 Academy bookings or large events (over 200 attendance).
- ✓ All bookings are done on a first come, first serve basis.
- ✓ Please do not advertise a location, day or time before receiving confirmation!
- ✓ All events or activities, must go through the form, even if they are online or off campus.
- ✓ Event when it gets busy and late at night, clean up after yourself.



TERM 1 REQUIREMENT

* All groups* are required to hold at least 3 activities this term in order to remain affiliated. These activities must all be different activities in line with the aims of the group.

*Tier 1-3 Team Leicester clubs are exempt due to fixed training, fixtures and competitions through the department.

* Each activity has to be different to another. Recurring bookings will only count as 1 activity .e.g. weekly sessions or training.

* Any activities that are committee only, do not count either .e.g. committee meetings/lunch/outing.

* Any activities focused around going to a pub/bar or club night, do not count as a suitable activity unless it is a set organised event by committee with a activity other than drinking.



TERM 1 REQUIREMENT

- * Activities will be tracked via the event notification form and your development reports.
- * In December we will reach out to you for your updated development report. This needs to include evidence of all activities put on throughout the term, with a minimum of 3 as the requirement.
- * If we do not receive this document or the correct evidence, there will be a 1 week suspension period, that will result in disaffiliation if there is not sufficient change before then.

Development Report – [society name]

This document is to keep track of member/ethics developments and improvements throughout the year in line with community development goals. (Words in grey are notes/examples for your reference only and you are welcome to add things in your template)

Lead Committee Details

Name	Position	Contact Email	Monitoring Hours (per week)

Coaches/Teachers Involved

Name	Position	Contact Email	Coaching Hours (per week)

Member Development Aims and Goals

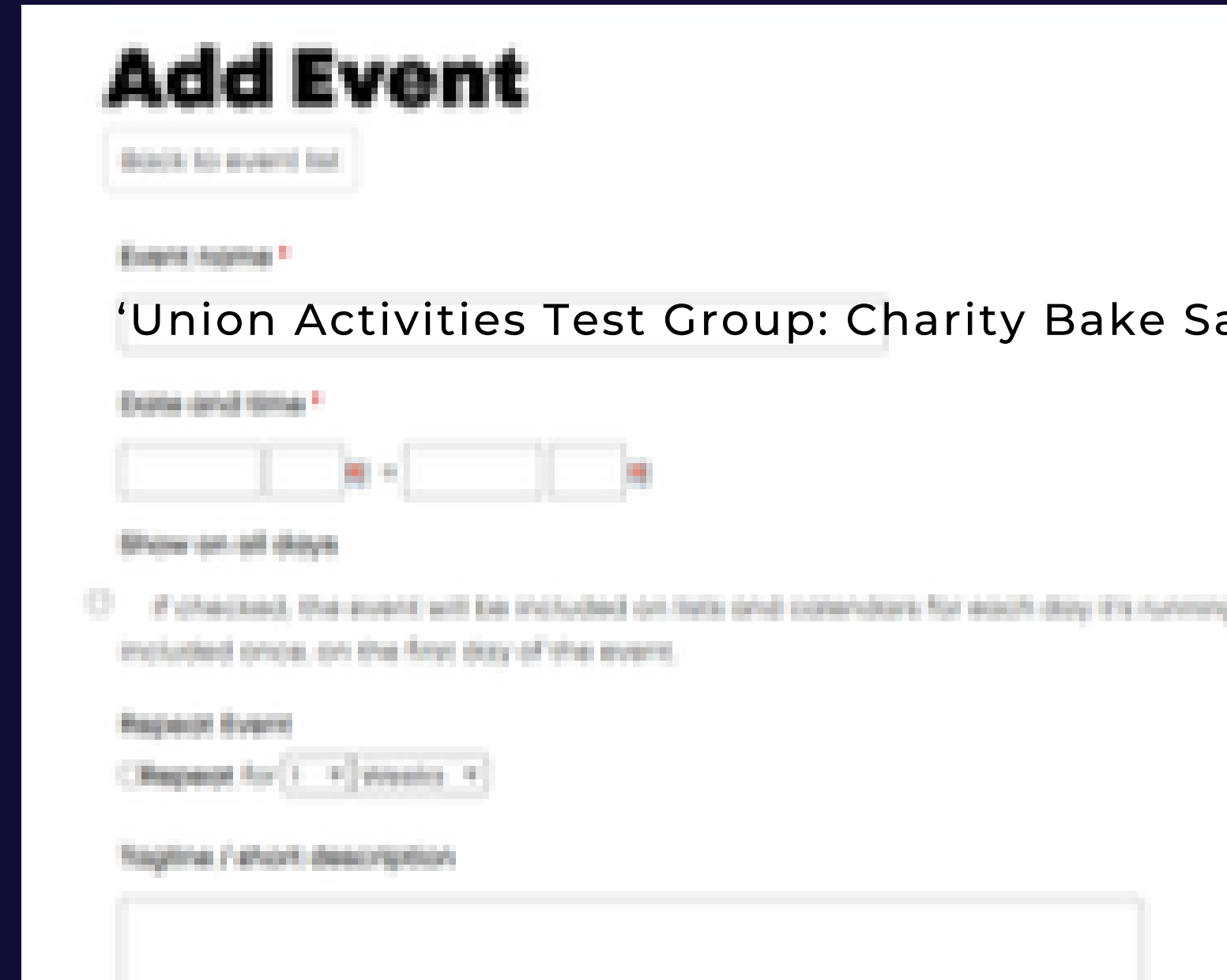
Weekly Report

Date	Attendees	Content/Topic	Report	Committee Confirmation
[01.01.23]	[insert and name]	[insert Plan/Topic Area]	[insert notes, developments, notes for improvement and achievements]	[To be completed by another committee member to confirm report has been peer reviewed]

ADVERTISING YOUR EVENTS



- 1) Event Name
- 2) Date and Time
- 3) Tagline/Short Description
- 4) Location
- 5) External URL (if applicable)
- 6) Event Type
- 7) Display Dates (if applicable)
- 8) Full Description
- 9) Image

A screenshot of the 'Add Event' form. At the top is a 'Back to event list' button. The form fields include: 'Event name' with a red asterisk and the text 'Union Activities Test Group: Charity Bake Sale!'; 'Date and time' with a red asterisk and a date/time picker; 'Show on all days' with a radio button and explanatory text; 'Repeat Event' with a dropdown set to 'Repeat for 1 week(s)'; and 'Tagline / short description' with a text area.

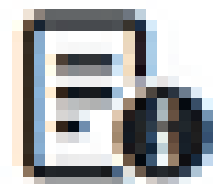
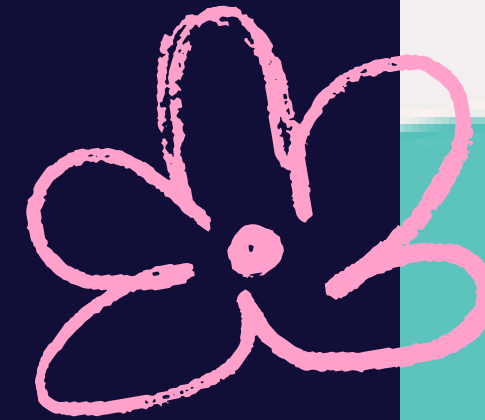
WE CAN ONLY ADVERTISE YOUR EVENT IF IT IS ON THE WHAT'S ON PAGE

UPDATE YOUR WEBPAGE!

Some of you still have outdated webpages!

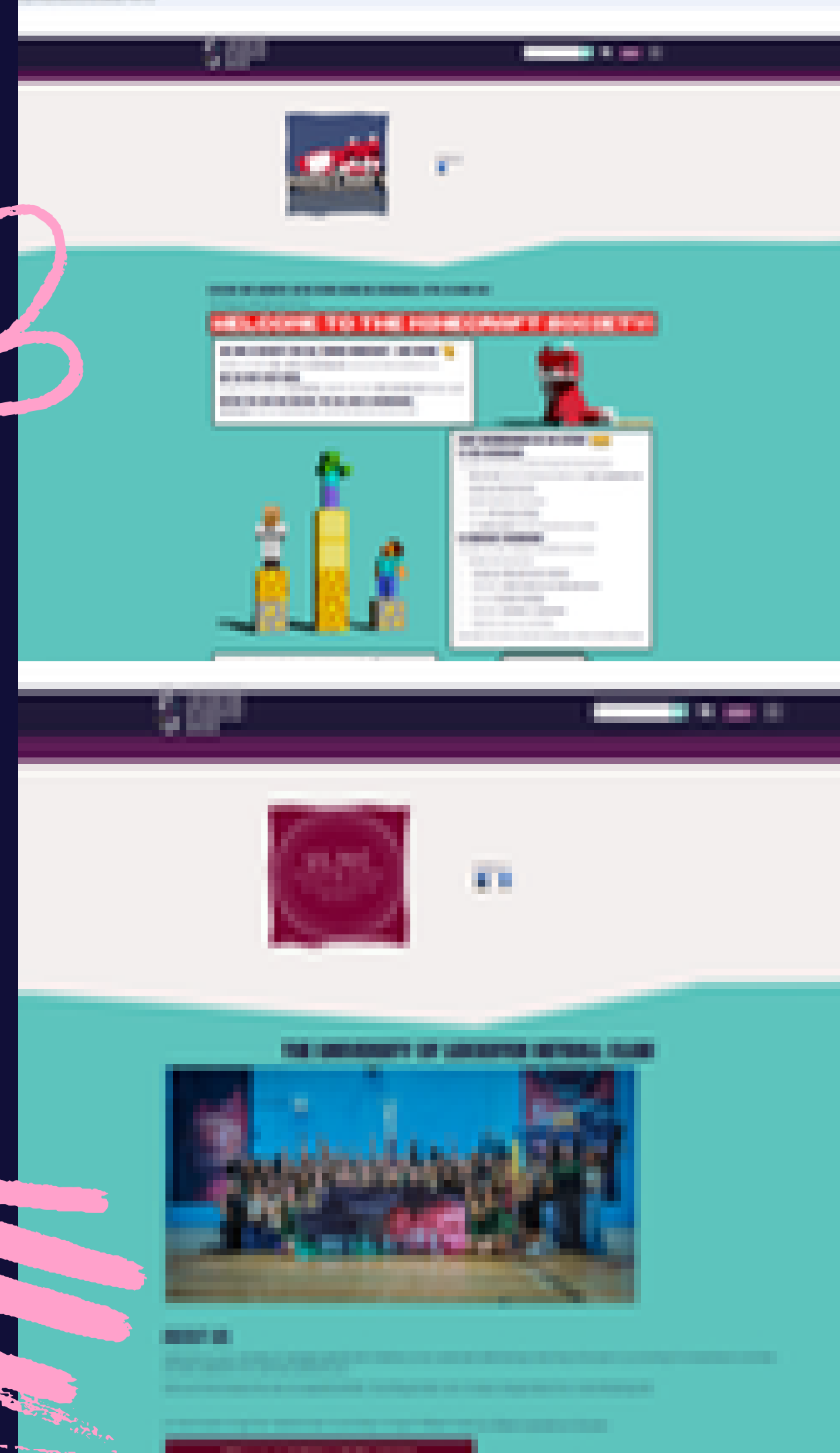
Freshers will be looking at your webpage to understand what you do and how you do it.

Please ensure you have updated your page:



Edit Details

Edit logo, description and contact details



Q&A