



EVENT AND SOCIALS ORGANISATION

LSU Committee Training Handbook

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Use Ctrl-F to search key words

INTRODUCTION

This training covers how to run successful events, the processes, procedures, forms and expectations as well as how to ensure event safety.

Why do this training?

The training is designed to ensure you have the necessary knowledge and understanding of the processes, in order to avoid confusion, misconceptions or breaks of both the SU's and the University of Leicester's expectations of student groups.

It ensures confidence in your ability to run successful events on campus.





Pre-Planning



➤ When somebody purchases a membership or ticket, what are they expecting to get from that? Ensuring that this is at the forefront when planning activities, is crucial.

➤ This goes for internal relationships too. Collaboration with your committee and keeping everybody on the same page with an idea helps to avoid misunderstandings.

Do Your Research!

- Check what other societies like yours are doing at other universities.
- Get to know what other societies at this university are doing too to avoid diluting interest or crossing over.
- Utilise current trends on social media like TikTok or Instagram.
- Check awareness calendars and key cultural/national dates.

Know Your Audience

It's not just about what you think would be good, but what do other people want?

This can be affected by:

- Cultural or Religious Background
- Gender Identity
- Age Range
- Accessibility Needs
- Financial Situation
- Their Expectations

KEY CONSIDERATIONS

who, what, when, where, why

- What: What is the event title and how does that represent the event?
What activities will make up the event and what's the theme?

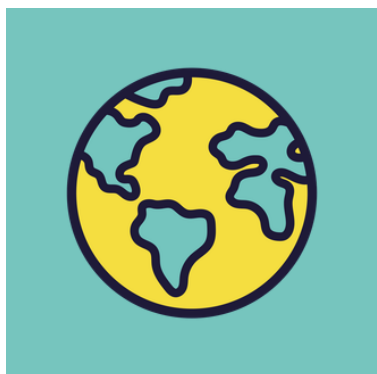
- Who: Who are you wanting to attend? What does the target audience want or need? Do you need to make reasonable adjustments?

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

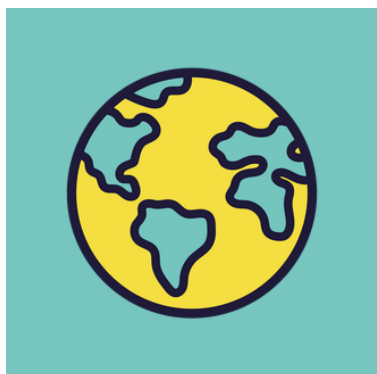
- Where: What kind of space do you need? Do you have the budget for this location?

- Why: Why is this event happening? Why should people come to your event, what do they get out of it?





Processes and Procedures



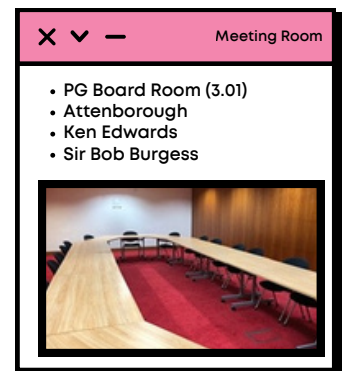
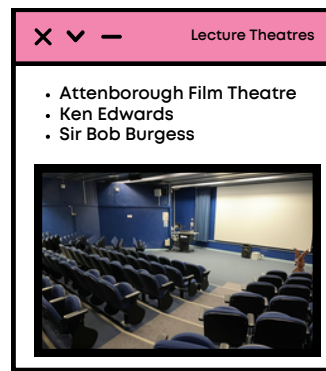
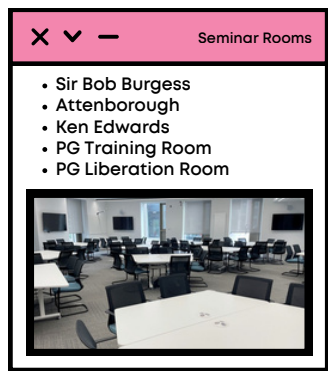
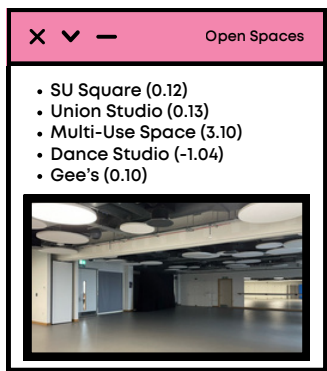
FIRST STEPS

1. Know What Space You Want

To see the full list of available spaces on campus for this year, please check out the room directory (last updated August 2025).

All spaces are subject to availability and not all spaces on campus are bookable. For other types of bookings please check below:

- Sports Facilities - Through sports@le.ac.uk
- Law Chambers - Through the law school
- Freeman's Cinema Room - Through the Freeman's Reception



Exact details and rooms can be found in the [room directory document!](#)

2. Understand The Policy

You must abide by the terms and conditions of room bookings.

Failure to meet the requirements of the policy could lead to your ability to book spaces or run events being revoked.

[EVENT BOOKING POLICY LINKED HERE](#)

Key Details:

- All rooms must be left in a clean and tidy condition with all rubbish disposed of appropriately.
- Do not move items of furniture, other than tables and chairs this includes cupboards, equipment, and pianos without permission.
- No alcohol is consumed on campus
- The normal bookable hours for all the rooms are 09:00 – 22:00 (unless prior arrangements have been made by the Activities department).
- Rooms can only be used if they have been booked via the SU Bookings process.

EVENT NOTIFICATION FORM

Event Notification Form (linked here)

Must be submitted for any and all activities (both on and off campus) as well as for any room bookings.

Comes with the following notice periods:

- ✔ 2 weeks for standard activities
- 4 weeks for activities with
- ✔ external visitors/speakers or over 100 attendees
- ✔ 6 weeks for large events (over 200 attendance)

All bookings are done on a first come, first serve basis.

Any specific requests or requirements .e.g. room layout, early entry or equipment hire, must be specified.

Bookings are redone termly, within set opening dates.

Give a preferred building and space type, to provide back up options.



EVENT PLAN:

Linked Here

- What? A document for confirming all the details of an event, including itinerary, requirements, lead contacts and aims of the event
- Required? Events over 100 attendees or large one-off events (.e.g. conferences or balls) Recommended for every event though!
- When? Should be submitted around the same time as the event notification form

FOOD PROVISION:

Any food provisions must be declared. There are 3 different food provisions:

- Homemade Goods: If any food or drink is homemade, then those providing the food as well as event organisers, must complete the universities food provision training.
- For external caterers, their proof of insurance and food hygiene rating must be sent to the Activities Team for review.
- Any shop brought snacks/drinks or fast food deliveries do not require additional steps.
- Alcohol is not permitted on campus.





EQUIPMENT HIRE:

Audio/Visual: You can book equipment such as speakers, microphones and screens through the universities AV team. To do so, email bookav@le.ac.uk

- Minimum of 2 full working days (48 hours) are required to full-fill a request.
- Late return of kit will result in the group losing its privileges to hire equipment in future.
- Any damaged or missing items will be charged in full to the group hiring the equipment.

To hire a card reader or hot water urn, please email unionactivities@le.ac.uk and declare it in your event notification form. You will need to provide a phone number and it is subject to availability.

EXTERNAL SPEAKER/GUEST:

External Speaker/Guest Form Must Be Completed (linked here)

- What? Declaration of any external speakers, guests or organisers outside of the University of Leicester.
- When? Should be submitted around the same time as the event notification form, 4 weeks beforehand

SPORTS FACILITIES

- The Danielle Brown and Roger Bettles Leisure Centres or the
- Stoughton Playing Fields, are all managed separately by Sports and Active Life.
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Booking Process:

1. Email sport@le.ac.uk to enquire into availability.
 - 2. Complete your event notification form and a relevant risk assessment. This is then reviewed by the SU Activities Team.
 3. Await confirmation from both Sports and the Activities Team.
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- You will need to ensure your risk assessment is detailed and covers all aspects of your activities. More information for doing so can be found on page 17.

Bookings are redone termly. You will need to confirm with sport@le.ac.uk what time slots are available before proceeding with bookings.



OVERVIEW CHECKLIST

<u>Event Plan</u>	<u>Risk Assessment</u>	<u>Food Provision</u>	<u>Portering Request</u>	<u>External Visitor</u>	<u>Security Notice</u>	<u>Equipment Hire</u>
When? With booking request in line with request deadline Required for: 100+ attendance or large one-off events	When? With booking request in line with request deadline Required for: All Events	When? With booking request in line with request deadline Required for: If you are providing food through caterer or homemade goods	When? With booking request, minimum of 7 days before Required for: If you want a specific layout or set up	When? With booking request, minimum of 4 weeks notice Required for: If you have an external speaker, organiser or non-uol student involvement	When? Parking is a minimum of 48 hours notice, 2 weeks if hiring or for access Required for: If you need early/late access, parking or hiring of a guard when required	When? With booking request, minimum of 48 hours notice (but subject to availability) Required for: If you want a card machine or hot water urn
Can Booking Be Made Without It? NO	Can Booking Be Made Without It? NO	Can Booking Be Made Without It? NO - If providing YES - If not providing	Can Booking Be Made Without It? NO - If needed or complex YES - If no request is needed	Can Booking Be Made Without It? NO - If needed YES - If no request is needed	Can Booking Be Made Without It? NO - If hire is needed or high risk YES - If no request is needed	Can Booking Be Made Without It? YES



Safe and Inclusive Environments



HEALTH AND SAFETY

Ensuring Safety During Your Events:

Make sure all organisers have the SafeZone App downloaded. The

app allows you to alert University

Security via your mobile phone if you ever need urgent assistance or first aid, or if you have an emergency while on campus.

Ensure everybody organising the activity is aware of the risk

assessment and the measures in place to either prevent or respond to issues.

Ensure considerations are made for those who may need reasonable

adjustments. You can use the reasonable adjustments template for this.

Make sure attendees know who to go to if they need assistance or need signposting to further support.



ALCOHOL AND SOCIALS

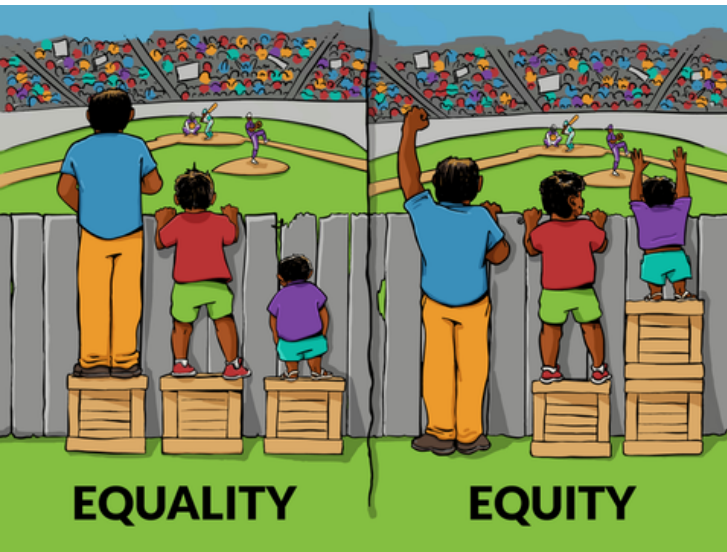
We recognise that most student groups run socials. It is important to ensure that these socials are ran safely and with participants wellbeing in mind.

Here's some guidance and policies for those running socials:

- 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.
- Avoid posting excessive drinking on social media platforms.
- All committee members should have the SafeZone app downloaded for easy contact with security.



EQUITY VS EQUALITY



Equality gives everyone the same resources, while equity tailors support to individual needs to achieve equal outcomes.

It's about ensuring you consider the backgrounds of your target audience and the different resources or support they may need.

REASONABLE ADJUSTMENTS

You can use the [reasonable adjustments template](#) for this.

You can add customisations to tickets on the SU website. Using customisation, you could ask a question regarding what adjustments people might need!

Also consider different protected characteristics or reasons people might not declare. [More information on protected characteristics linked here.](#)

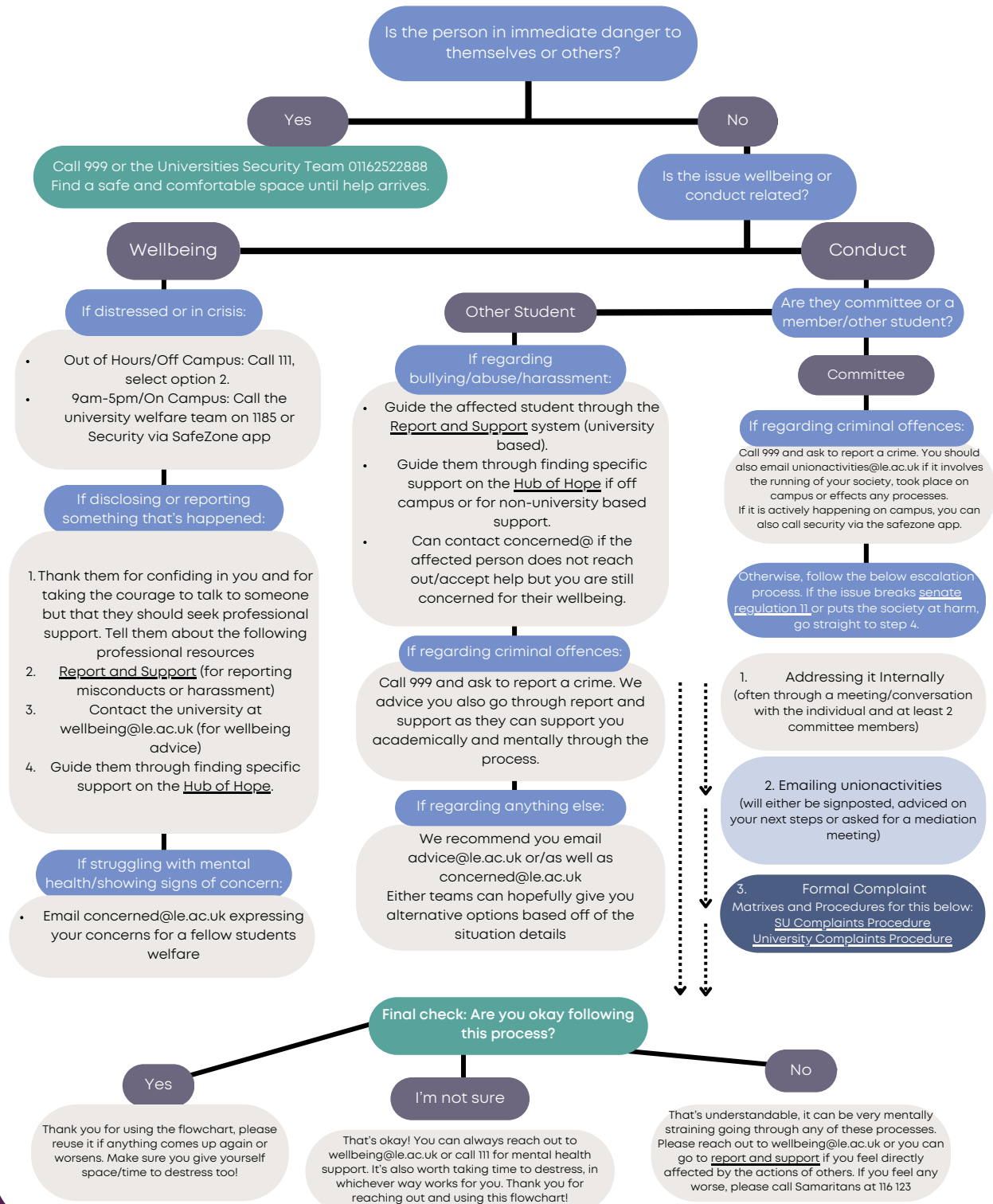
You are not expected to break down every single barrier, but there is definitely those that you can! Make sure you show adjustments have been made and that it is communicated back.

Who may need adjustments in order to participate in the activity?

What adjustments do they need creating or catering for?

How can you work to ensure these adjustments are made?

MISCONDUCT AND MANAGING DISCLOSURES



If you are unsure at any point then please contact su-complaints@le.ac.uk for conduct issues and concerned@le.ac.uk for wellbeing advice

RISK ASSESSMENTS

Key Details:

- Helps you to form plans and control measures for the health and safety of your society, protecting your members and yourselves.

- There are two different RA templates depending if you are a Sports or Performance group.
- You will often need a different tab for each event you are hosting or activity you are providing.

- You will need to detail a minimum of 3 hazards per event/tab. For large events or activities regarding physical activity, there must be a minimum of 8 hazards.

- The declaration must be completed for us to approve the document, showing signatures and acknowledgements.

Event/Activity Details			
Activity Name/Type:	Welcome Laser Tag		
Event Date:	Avelon social event after Freshers		
Expected number of participants:	50-100		
Location (Indoor or Outdoor):	Other		
If other please specify:	21 Gower St, Leicester LE1 3LM		
Are there other dates to consider:	One Off		
Inducted, please specify:	Last September 10th, September 2023		

We require a minimum of 3 different risks (hazards) identified for a minimum of 2 different activity types (table), but please note that larger events, events with special requirements or sport activities will be expected to have at least 8 or more risks identified. This number is for reference only, we will refer your assessment for consultation if it is deemed insufficient.

Rating Guide					
Likelihood	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Certain
Impact	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe

Risk Rating	1 to 4 Low (Maintain Controls)	5 to 6 Medium (Consider Improving)	8 to 15 High (Seek to Improve)	16 to 25 Critical (Suspensions Required)
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Tip: For a risk assessment, we are usually controlling the "Likelihood" instead of "Impact", so always aim for lowering the rating on "Likelihood".

Tip: Have your red triangles at top right corner to see tips on how to complete

Hazards	Existing Measures to Control Risk (e.g. do you provide information, instructions, training or have any procedures?)	Risk after Controls in place (Risk = Likelihood x Impact)	Any additional controls? (if applicable)
Slip, Trip or Fall	Before participating, everyone is informed that running is not allowed in the arena and that it is a dark space. Safety Rules and code of conduct are displayed along with suitable lighting and emergency lighting in all areas. Make sure of passageways are clear.	3	
Sports Related Injury (e.g. Friction Burns, Muscle Strain)	Before participating, everyone is informed of possible risks and signs any consent any waivers. Risk is an addition to make sure people can consent. Ensured that the partnered company has a fully qualified first aider.	3	If anyone is injured they are no longer allowed to participate, people are also encourage to wear appropriate clothing.
Injury due to Fire	All fire alarms and detectors have been checked along with fire exits clearly labelled and unlocked. All participants should be briefed before the game.	3	

Rating, Hazards and Controls Example- Off Campus **Example- Laser Tag (Large)** Example- Online Student Group



Event Budgeting and Finances



CREATING A BUDGET

All of committee should work closely with the treasurer when setting budgets for their projects and activities or to manage any fundraising.

We have an event budget template that you can use [as linked here](#). This includes an example of what can be expected.

Event Overview	Response								
Event Name	Winter Ball								
Event Date	19/01/2026								
Event Lead	Mary-Ann Hall								
Expenditure Total (Expected)									
Income Total (Expected)	£7,500								
Total Budget									

Log Date	Purpose/Item	Source/Link	Person In Charge	Quantity	IN/OUT	Total Price	Process Update
	Balloon Arch	Amazon	Event Coordinator	x2	OUT	-£30	PAID
	Table Cloths	Amazon	Event Coordinator	x80	OUT	-£99	PAID
	Ticket Printing	Canva	Publicity Officer	x200	OUT	-£37	PENDING APPROVAL
	DJ Cost	Daniel Jones	Event Coordinator	x1	OUT	-£150	PENDING INVOICE
	Venue Hire	City Rooms	Event Coordinator	x1	OUT	-£1,450	PAID
	Table Toppers	Amazon	Event Coordinator	x80	OUT	-£33	PAID
	Trophies	Silver Trophies	Publicity Officer	x10	OUT	-£98	PENDING PAYMENT
	Certificates	Canva	Publicity Officer	x10	OUT	-£27	PENDING PAYMENT
	Caterer Hire	Annex	Event Coordinator	x1	OUT	-£200	PAID
	Ticket Sales	MOL	Treasurer	x200 at £35	IN	£7,000	PROCESSED
	Sponsorship	Erray Storage	Treasurer	x1	IN	£500	PENDING APPROVAL
						£3,150	

When creating a budget, make sure to consider the following:

- Make sure the budgets are agreed on with those involved based on what is necessary, justifiable and financially responsible.
- Ensure you are consistently updating your tracker. Tip: Set a specific time in the week to do so.
- Always ensure you have spare budget left over for odd payments and for sustaining financial stability.
- Make your budget work for you! It doesn't have to follow our template, make it accessible, easy and understandable for you.

GENERATING PRICE POINTS

You will likely need to generate a cost for tickets, entry or for finding potential event sponsorships. Here is some considerations for doing so:

Is the asking point accessible and inclusive for members?

Is the amount reflective of the expectations of what they get for it?

Does it cover any costs or purchases in the total expected income from tickets?

Does this creates a profit or ensure a breakeven for the group?

Is it in line with the financial budget for the year?

Make sure the asking price is explainable to the target audience. If they don't think it's worth the money, they won't pay.

