SOCIETY TRAINING

ARU STUDENTS' UNION LONDON SOCIETIES
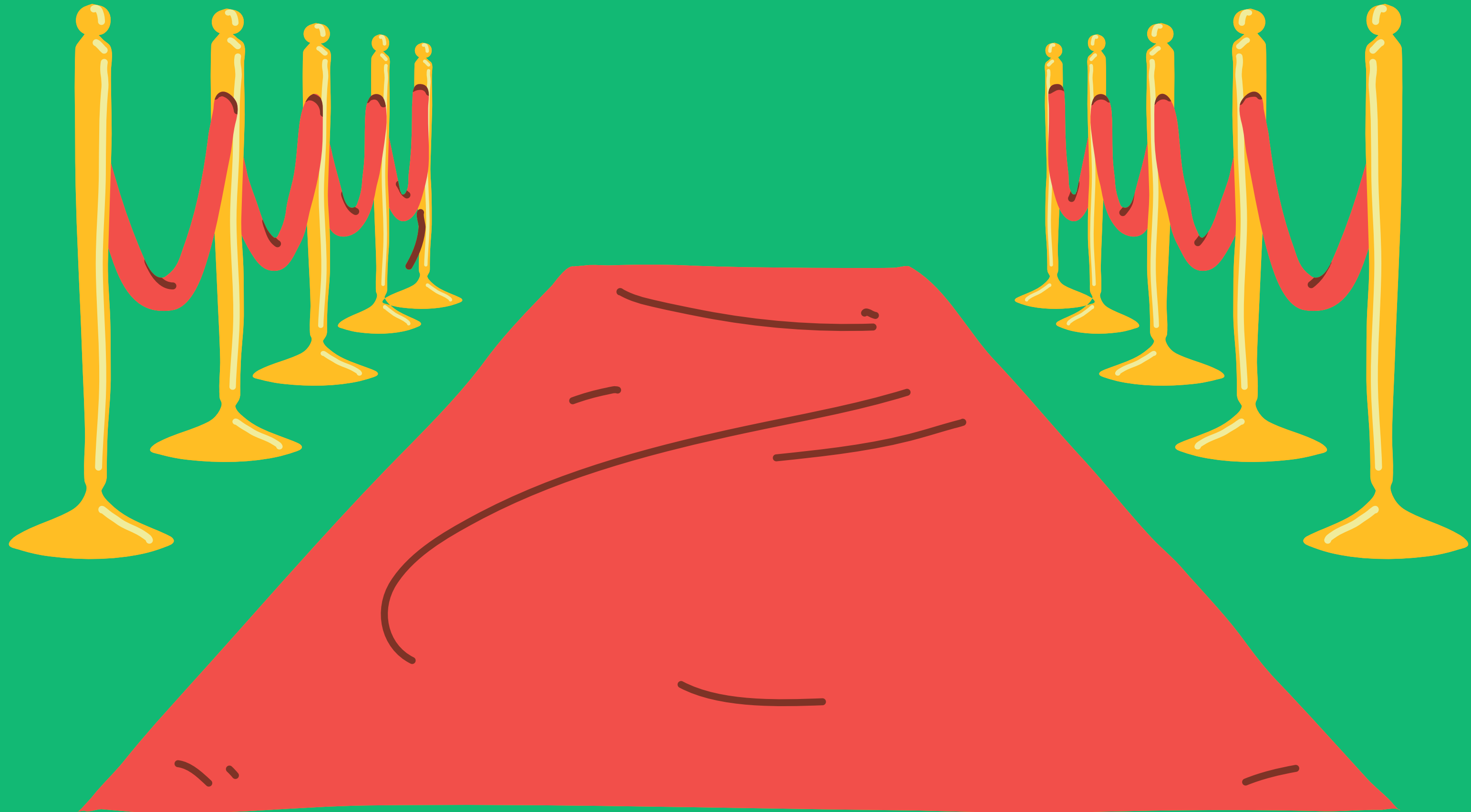
EVENTS TRAINING

What is your favourite event you have been to or set-up?

3 stages to an event

1) Planning

2) Delivery

3) Post Event

1) Planning

1) Ideas/Research/Brainstorm – what's worked well previously? Ask students opinions?

2) Review – present ideas to Danielle or Mariana

3) Targets – decide how you would envisage success i.e. number of attendees?

4) Budget – cost to put on the event incl. all equipment

5) Conflicts – existing events, uni calendar, activities team, external interests, timings

6) Dates – check availability of location

2) Delivery

1) Run Sheet – what's happening, times and who's doing what

2) Location – ensure booked and any H&S paperwork completed e.g. Risk Assessment. Check venue access e.g. ticket, guest list

3) Branding – distribute anything to promote the event e.g. website event calendar, posters/flyers, social media (link in bios), branding at the event itself in prominent positions – welcome

4) Equipment – make sure enough time to set up e.g. photobooth, stage, PA system, lighting, filming

5) Staff – ensure you have enough help and brief them in advance and prior to the start of event. Mariana and Danielle are always happy to attend.

6) Data Capture – number of attendees, pictures, feedback postcards

3) Post Event

1) Thankyou's! – did anyone attend that needs a thankyou? Speakers? Support?

2) Data Capture – who attended?

3) Survey Monkeys – what did people think of the event?

4) Success – did you achieve the success you wanted? Were there any learnings for the future?

5) Share – shout about what you're doing – internally, social media, website

Is your event accessible?

-Wheelchair Friendly?

-Short access breaks?

-Quiet Space if loud and long

-Dietary Requirements

-Online access

-Inclusion for students who cannot afford

-Childcare cover

-Transport cover

Promotion

Communications:

Instagram

Facebook

SU Newsletter

Posters

Key Details:

-Date

-Time

-Location

-Contact Information

-Society Logo & SU Logo

GDPR
General Data
Protection Regulation

What is GDPR?

**GENERAL
DATA
PROTETCTION
REGULATION**

A set of of EU rules on data protection and privacy

DATA

-When students get their free membership from the website their data will be stored

-This allows us to track who is a member and who is not

-This data will only be used for the purpose of the society, and what students agreed with upon claiming their membership e.g --> member exclusive events on mailing lists

Committee members role with data

You can have access to this data but only for:

-Events --> downloading a guest list and tracking attendance

-Confirming membership numbers

THIS DATA MUST BE DESTROYED AFTER USE!

IT MUST NEVER BE USED FOR PERSONAL REASONS

A risk assessment is made up of 5 elements...

1) HAZARDS--> something with the potential to cause harm e.g. wet floor

2) RISK-->how likely is the risk to take place? e.g. small puddle or big puddle

3) RISK RATING --> the level of risk before appropriate controls have been put in place

4) CONTROLS & ACTIONS --> how to help reduce this risk? Put out wet floor signs

5) RESIDUAL RISK RATING --> even with controls in place, what risks remain?

Risk Assessment Form

Risk Assessment Form
[download and save a copy locally with your own naming convention]

Faculty / Service Area		Department / Team		RA Ref. No.	
Activity / Task					
Completed by		Date	Approved by	Date	
Review Date					

What are the hazards?	Who might be harmed and *how*?	What are you doing already?	Risk before mitigations			Risk after mitigations			What further action is necessary?	Action by whom?	Action by when?	Done
			Likelihood	Impact	Risk Rating	Likelihood	Impact	Risk Rating				

Risk Rating

Appendix B– Risk Criteria & Matrix

Score	Range	Descriptor	% Likelihood	Risk Likelihood
5	High	Likely	75%-100%	The risk is likely to happen within the next 3 months or is occurring at the present
4	Med High	Probable	50%-75%	The risk could probably occur within the next 3 – 12 months
3	Med	Possible	20%-50%	The risk could possibly occur at least once every 1 to 3 years
2	Med Low	Remote	10%-20%	The risk is remote and may do so within the next 3 to 10 years
1	Low	Improbable	0%-10%	The risk is extremely unlikely to occur, but may do so in at least 10 years' time

Risk Matrix

Impact Severity		Likelihood			
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Score	Range	Risk Impact
5	High	Multiple fatalities and/or injury
4	Med High	Individual fatalities and/or serious injuries
3	Med	Moderate number of injuries – not life threatening
2	Med Low	Minor injuries affecting relatively small numbers of individuals
1	Low	Affects very small number of individuals, only superficial injuries

Actions needed at each risk rating		
Fundamental	20 - 25	Unacceptable level of risk exposure which requires immediate corrective action to be taken
Major	15-19	Unacceptable level of risk exposure that requires constant active monitoring, and measures to be put in place to reduce risk exposure.
Significant	10-14	Acceptable level of risk exposure subject to regular active monitoring measures
Moderate	4-9	Acceptable level of risk exposure subject to regular passive monitoring measures
Minor	1-3	Acceptable level of risk exposure subject to periodic passive monitoring measures

Food & Drink Safety

Food & Drink at Events

- **List of allergens _must_ be displayed**
- Understand the allergy requirements of your guests
- **No re-heating of food**
- NO alcohol can be sold at society events
- **If alcohol is required an SU staff member must be present**

GRANT FUNDING

- If you want funding you must complete a grant funding form
- Sending to Mariana and I - we will then approve

YOUR TURN...

Scenario:

Exam season is coming up and you have been given £75 to plan an event.

What do you plan?

QUESTIONS