**Event & Social Planning Guide**

This guide will help you to run a safe and inclusive social, event, trip or activity for your members.

**Content:**

1. Planning a Social
2. Planning an event on campus in a building or outside on campus
3. Planning an event off campus – using an external venue
4. Planning an event in HUU Student Central
5. Planning a Charity Fundraising event on or off campus
6. Purchase Orders
7. Selling Tickets via our Website
8. Trips / Activities
9. Risk Assessments
10. **Planning a Social**

When planning your social event, think about the following things:

* Having a designated sober person if people are drinking alcohol.
* Ensure it's a safe environment –
* Is there enough room for everyone at the venue?
* Do you have to cross roads to get to venues?
* Is there transport involved?

* Community - NOISE! Most areas around the campus are residential areas, be respectful when leading groups of people through these areas.

Note that at Asylum nightclub we have the Hull Uni Angels on hand to help you and your fellow students stay safe, we also have Ask for Angela, bottle tops to stop drink spiking and also Test Strips available.

When putting on Socials, please be aware of our Alcohol & Initiations policy!

* Do not force anyone to do anything they do not want to do.
* Put on alcohol free socials ie: Big Fun, Film night, get involved in a GIAG event.
* Lead by example, ensure good advertising and make it an enjoyable and inclusive experience for all.

1. **Planning an event on campus in a building or outside on campus**

For any event being held on campus such as a demonstration, stall, or fundraising for your own club or society, an ‘Event Permission’ form must be completed at least 2 weeks in advance of the date you want it to take place – these are available online, on the university share point site or can be requested from staff at HUU.

If an event is taking place within a building, please still complete the relevant online room booking system.

You will need to ensure that anything you are doing is fully risk assessed and that you have all documents required to undertake this event ie: anything involving food would need a food hygiene certificate. Anything electrical will need a pat test and you will need to write a method statement about your event from start to finish.

Please bear in mind that an ‘Event Permission’ form will not be necessary if you are using the room for its intended use i.e. a guest speaker in a lecture hall. However, if you are preparing your own food or drink during this event, then you will need to submit a form. If you are unsure, please ask the relevant zone co-ordinator for assistance.

This will then be sent to the University Health & Safety team for approval and only once they have approved everything your event will be able to take place, so please ensure you submit everything within a sufficient time frame.

* Fill out Event Permission form
* Fill out a Risk Assessment and write a method statement to help us understand your event.
* Collate all relevant documents such as certificates for Insurance, First Aiders, Food Hygiene and PAT testing and also any licenses.
* Send to relevant zone co-ordinator for approval and health & safety check.

1. **Planning an event off campus – using an external venue**

Such as balls / Old boys/girls dinners / presentations etc.,

Things to consider!

* What venue are you going to use?
* How many people to you expecting to attend?
* What are the costs of the event?
* How much are you going to sell tickets for?

You should first speak to the venue you are intending to host at – discuss with them what you would like to do and ask them for a breakdown of costs.

Do not sign any contracts without informing Hull University Union first about what you intend to do.

Once details and prices are confirmed, look at how much you would have to sell tickets for in order to either break even or make a profit.

Speak to Hull University Union staff and they will advise and issue a Purchase Order number if required by the venue – we can then sell tickets through our website for you and the money will go directly in to your account. (The ‘Ticket Selling Form’ can be found on our website).

These events must be risk assessed so please speak to a relevant staff member about what you need to do. (The ‘Risk Assessment Form’ can be found on our website).

You will only need to complete a trip pack if you would like to book a coach/self-hire vehicle there and back, or if you would like to claim money back from the society account.

1. **Planning an event in HUU Student Central**

Contact our reception team ([huu-reception@hull.ac.uk](mailto:huu-reception@hull.ac.uk)) or request a room or stall via the book a space form on our website <https://hulluniunion.com/spaces-places/book-a-room> or to hire one of our venues <https://hulluniunion.com/spaces-places/hire>

The reception team will advise you what paperwork is required, such as External Speaker requests or if you need a separate Risk Assessment.

1. **Planning a Charity fundraising event on or off campus**

When planning a Charity fundraising event please ensure you contact the Charity first to let them know what you are wanting to do. You can only fundraise for a UK registered charity. To find out if your charity is registered visit <http://apps.charitycommission,gov.uk> and type in the name of the charity you are supporting.

You will then need to contact HUU RAG (Raising and Giving) on [huu.rag@gmail.com](mailto:huu.rag@gmail.com) and they will send you all the relevant paperwork to go ahead with your event – this will consist of an event permission form, a risk assessment and a charity collections form.

You will need to have your forms in at least 2 weeks in advance of the event so that we can check everything through and if it is on campus we can then request permission from the Health & Safety team and security at the University of Hull. . If it is off campus then permission must be sought from the venue in use or Hull city council if you are holding a street collection.

If the event is given permission to go ahead RAG will provide you will the sealed collection buckets for use. You just need to request buckets in advance and sign them out with a RAG team member, however there is a charge if buckets are not returned within 2 weeks after the event.

1. **Purchase Orders**

When hosting an event or running a trip that involves paying a venue or booking transport you must request a Purchase Order otherwise we cannot pay for it from your account. You can request this from either the Sports Co-ordinator or the Student Opportunities Co-ordinator.

You must give us the following information:

* Date & Time of event/trip
* Cost of event/booking/venue

The staff will then check if you have enough funds in your account for this or will liaise with you on how you are going to pay for it.

Once confirmed we will issue you with a Purchase Order/Number and you can then pass this to the supplier or venue – they will then be able to issue an invoice direct to us for payment from your account.

1. **Selling tickets via our website (Hulluniunion.com)**

You can find our ticket selling request form on our website and at the end of this document.

The form will ask you for the following information:

Basic Information - including Name, Club/Society/Group & contact details

Full Event Information - such as Type of Event, Name of Event,

Date and start/finishing times. We will also need to know the event you are holding it at and the capacity.

Ticket Information - Is it a ticket only event, are you just selling to members or are public sales welcome. We will need to know the cost of the ticket and when you want them to go on and off sale.

We also require a full description of the event to go on our website, so think about what you are writing and make it attractive!

HUU Staff can keep you up to date whenever you like of

how many tickets have been sold.

1. **Trips / Activities**

For any Trips run by student union groups – you must complete a trip pack and ensure that a risk assessment is in place. Trip packs can be found on our website and at the One Stop Area.

These must be completed one week in advance of your trip so that HUU Staff can check everything over for you and book any relevant transport as requested. If it is an international trip it must be handed in 4 weeks in advance.

All participants must be a member of your group and you can check their membership by logging on to the Student Union Management System (SUMS) Dashboard – all committee members have access to this.

If you have members wishing to drive their own vehicles on these trips, please ensure they comply with the Volunteer Driver Policy that is on our website.

If you are unsure about any element of your trip/activity please speak to a member of staff.

If you do not have a trip pack in place, you cannot claim expenses from your HUU account for any part of your trip/activity.

1. **Risk Assessments**

You will have already filled out a General Risk Assessment for each club/society that is already on our system.

More specific ones are needed for some other activities and events (i.e. Big Fun, Gravity – anything someone can hurt themselves at!) – speak to staff if you are unsure if anything is covered.

As many committee members as possible to need to check and sign these.

**Flow Chart for Events**

Send to relevant Co-ordinator for your zone and await approval

Send to relevant Co-ordinator for your zone and await approval

**Event off Campus using an external Venue**

Send to RAG / Community Volunteering Co-ordinator and await approval

**Charity fundraising event on or off campus**

**Event on Campus**

**In a building or outside**

(not including the Union building)

\*Please be aware this will not be necessary ifyou are using the venue for itsdesign use i.e. sports centre for sports\*