

# PLAN YOUR EVENT



Speak to your campus Club Support Coordinator for more information on how to plan an event

<b>Campus</b>	<b>Club Support Coordinator</b>	<b>Contact Details</b>
Burwood	Sophie Elizabeth	sophie.elizabeth@deakin.edu.au
Geelong	Chris Erickson	chris.erickson@deakin.edu.au
Warrnambool	ustin Robertson	justin.robertson@deakin.edu.au

This is a user friendly resource aimed at assisting you to organise a safe and enjoyable event. The content contained here can be applied to all types of occasions. For more detailed information on planning your event contact your campus DUSA Club Support Coordinator.

## 9 STEPS TO A SUCCESSFUL EVENT



### 1. Determine the goal and date of your event

A minimum of **four weeks** notice is required for all club events.

Decide on the type of event you would like to run. Is it a party for your members? Is it a campaign? Is it an academic or professional development event?

### 2. Do your research

#### Location?

- ◆ On-campus: If you would like to hold your event on campus, a room booking request must be submitted with your event package.
- ◆ Off-campus: Narrow down which venues will be suitable and make sure you are aware of all booking conditions.

#### Catering?

- ◆ Does your event involve food and/or alcohol and will you or the venue be able to provide the required Safe Food Handling and/or Responsible Service of Alcohol certificates?

#### Tickets?

- ◆ Will you be selling tickets to the event and if so, will these be sold at DUSA Front of House, by yourself or online?

#### Safety?

- ◆ Have you considered all the risks and hazards associated with your event?

#### Entertainment?

- ◆ Are you planning on having entertainment at your event? Will this involve contracts or agreements? If so, these will require approval from DUSA before being entered into.



### 3. Submit your Event Request Package (with 4 weeks notice) to your Club Support Coordinator

The following items form a complete Event Request Package and are all available from the DUSA website:

- ◆ Event Request Form
- ◆ Budget
- ◆ Risk Assessment (please add extra info if ticking "yes" to anything)
- ◆ Promotional Material for approval
- ◆ Contracts or Agreements (if applicable) for approval PRIOR TO BEING SIGNED
- ◆ Club Grant (if applicable)
- ◆ Room booking (if applicable)

### 4. Put your plans into action

Once you have received a confirmation email from your Club Support Coordinator to inform you that the event has been approved, you are free to finalise your quotes and book venues. If you have requested a room on campus, this will be confirmed for you by your Club Support Coordinator as part of your confirmation email.



### 5. Promotion, Promotion, Promotion!

Advertise your event!! Utilise the poster poles, noticeboards, DUSA Facebook page, DUSA website, Instagram and Twitter. For poster approvals and advertisement please email your Clubs Support Officer. All posters must have the DUSA logo on them.

### 6. Ticket Sales

If you plan to sell tickets to your event DUSA reception can assist by:

Providing you with a table for you to sell tickets yourself

#### AND/OR

Selling tickets form Front of House. In this case you will need to ensure your Clubs Officers has the following information to set up a ticket folder:

- ◆ Details of the event
- ◆ Club name
- ◆ Spreadsheet for collection of purchase details
- ◆ Tickets and ticket prices

### 7. Financial considerations

Make sure you are aware of any cancellation policies that may come into effect if minimum ticket sales are not met.

### 8. Event day

Make sure you arrive with plenty of time to get ready for your event: brief your volunteers or club members; put up any signage or decorations; ensure you have a float if you are selling tickets; check in with catering and make sure that you have collected any equipment that has been booked.



### 9. Evaluate/Submit outstanding club payments

How did your event go? Get feedback from your volunteers and the event team and make some notes for your next meeting.

Follow up with your team/volunteers and ensure that all receipts/invoices are submitted within 14 days