

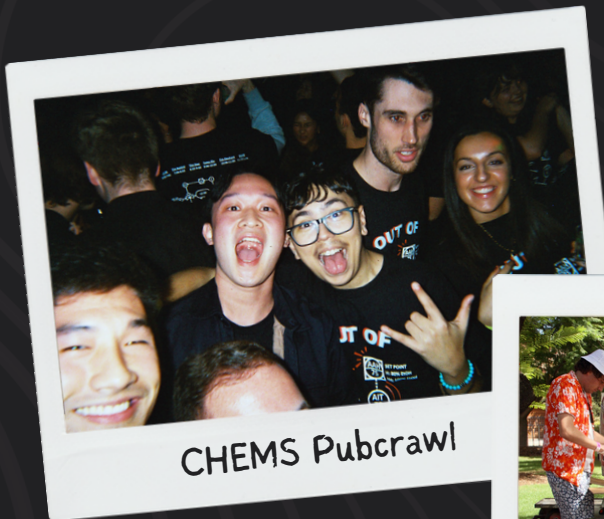


# **You x Clubs**

## **EVENT HANDBOOK**

Here at YouX Clubs, we LOVE events!

Some of our favourites include:



These events were successfully executed due to thorough planning and organising.

So, what makes a good event? How can you make it successful? What benefits do events offer to Clubs?

This guide is here to help you answer these questions and prepare you to host an incredible event that will make your mark on Campus.

Events are a great way to:



increase membership numbers



promote Club activities



strengthen your community

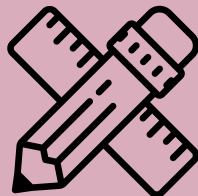


raise revenue and support causes

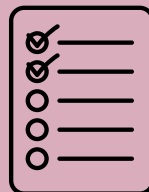
For events, there is the “Event Management Process Overview”. This overview outlines the five steps to manage an event successfully. This includes:



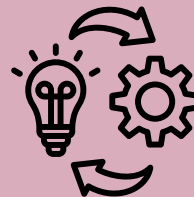
Researching



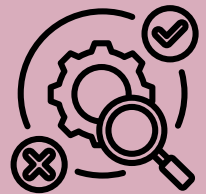
Conceptualising



Planning



Implementing



Evaluating

Below are questions you must answer when you are forming your event. Answering these questions will help you manage activities smoother, and ensure that no detail is missed.



# Youx Clubs

## EVENT MANAGEMENT PROCESS OVERVIEW



# EVENT MANAGEMENT PROCESS OVERVIEW



## Researching

1. Has your Club hosted this event in the past?
  - a. What were the key takeaways from this?
  - b. Has there been a similar event on campus that you can learn from?
  - c. How many people are available to help you with this event?



## Conceptualising

1. What will the event look like?
2. Who are the key stakeholders?
3. What equipment needs to be purchased and hired?
4. What does the funding look like?
5. When will tickets go on sale?
6. Where is the event going to be held?



## Planning

1. Who is setting up and packing up?
2. What's the set-up and pack-up process?
3. Has the equipment hire been arranged?
  - a. Is the hired equipment being picked up or delivered?
4. Have you completed a risk assessment?

# EVENT MANAGEMENT PROCESS OVERVIEW



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## Implementing

1. On the day of the event, ask the following questions:
  - a. Do I have all the materials, equipment and resources I need?
  - b. Has the catering been confirmed/collected?
  - c. Is everyone aware of their roles and responsibilities?
  - d. Is everyone aware of their responsibilities as per the risk management plan?
  - e. Have I shared my contact details to relevant people?



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## Evaluating

1. What went well?
2. What could be improved?

Now that the overview has been covered, let's dive deeper into the details.

The background of the entire page is a dark charcoal grey. It is covered with a pattern of concentric circles in a slightly lighter shade of grey. These circles are of varying diameters and are arranged in a way that creates a sense of depth and movement, resembling a ripple effect or a topographical map. The circles are centered around the text, which is the focal point of the design.

# Youx Clubs

**EVENT PLANNING**

# PLANNING

## 1. Research

Gather as much information as you can about the event you're organising. Cover questions such as:

- a. Does the Club Committee have the capacity to host this event?**
  - Which Committee members are organising the event?
  - Are they available on the day to host the event?
  - Which individuals can you delegate tasks to?
- b. What is the timeline like?**
  - Does the organising group have enough time to execute their plans?
  - Is the date you're thinking of clashing with any breaks/big YouX events/other major Campus events?
- c. Who is your target audience?**
  - Are there any time frames/locations that your community prefers?
  - Estimate how many people are willing to attend this event
- d. What resources and facilities do you need to run the event?**
- e. Are there any external stallholders/important guests attending?**
- f. If serving alcohol, do you have a liquor license?**
- g. What equipment is needed, and do you have it already?**
- h. Has your Club hosted this event in the past?**
  - What were the key takeaways from this?
  - What made it successful, and what could be done better?
  - Has there been a similar event on Campus that you can learn from?
  - Can you reach out to other Clubs about how to host the event?



# PLANNING

## 2. Budget

Budgeting an event is important as it helps you allocate funds to different areas of the event.

Answer the questions below to help gain an idea on how much this event will cost.

**a. How much are you willing to spend on the areas below for this event? Cover:**

- Equipment
- Venue/room hire
- Catering
- Entertainment/DJ/music

**b. How are you financing the event?**

- Are you submitting a grant application?
  - Note that you need to submit the minor grant application a minimum of TWO WEEKS before your event.
    - Major grant application
    - If you are submitting a major grant application, you need to allow six weeks for it to be assessed, and time after it has been assessed for you to execute your plans.
- Are you using the money in the Club's bank account?
- Will you fundraise for the event first?

**c. How much money is left for each of the grant categories?**

**d. Are you looking for venues that have a room hire fee, and is this within your budget?**

- Does the venue have a minimum spend?
  - How does that impact your ticket sales, to ensure you reach the minimum spend?

A budget template can be found [here](#).

YouX hires out a range of equipment free of charge for registered Clubs.

Full list of items and booking instructions can be found [here](#).

# PLANNING

## 3. Proposal

**Outline all information about the event. Include information such as:**

- Event theme
- Event name
- Event date, time and location
- Event purpose
- Name of organisers and their contact details
- Key stakeholders
- Catering (ensure dietaries are also catered for)
- Goals (financial, attendees, etc.)

## 4. Venue/Space Booking

- a. Where is a good space for your event?
  - Can you decorate it?
  - Is the space big enough for your attendees?
  - Is the venue appropriate for your planned activities?
  - Is it accessible?

If you are looking to use a space in the Hub for your event (Main Hall, Mezz, Western Courtyard, Elder Courtyard, Eastern Courtyard or the Co-op) you will need to put in a booking request online [here](#).

All other spaces around campus are organised through the University. You can email [facilities.booking@adelaide.edu.au](mailto:facilities.booking@adelaide.edu.au) to coordinate a booking.

## 5. Site Planning

Creating a site plan helps people who are setting up know which equipment, catering, etc. goes where.

It is highly recommended to create a site map using programs such as Canva or Adobe Illustrator.

# IMPORTANT NOTE:

## U18 INTERNATIONAL STUDENTS

International students under the age of 18 may be under the welfare arrangements of the University of Adelaide.

In such cases, these students are not permitted to participate in overnight trips. As part of their duty of care, all YouX Clubs and Faculty Student Societies are required to verify the age of international students wishing to attend overnight activities.

If there is any uncertainty, International Student Support (ISS) should be contacted to confirm whether a student's visa is dependent on University's managed welfare arrangements.

Where the University is responsible for a student's welfare, it must ensure the student adheres to **a strict 10:00 PM curfew** at their University-approved accommodation.

Failure to meet this curfew obligates the University to take all reasonable steps to locate the student, including contacting South Australia Police (SAPOL).

As the legal guardian for international students under 18 while they are in Australia, the University cannot make exceptions to this policy.

This applies even in cases where an adult is present at the activity or parental consent has been given.

Any breach of these requirements presents a significant risk to the student's welfare and the student's visa, as well as carrying serious legal and reputational consequences for the University, YouX, and the Club or Society Executive Committee involved.

For queries about the policies and rules regarding this, please reach out to International Student Support via [iss@adelaide.edu.au](mailto:iss@adelaide.edu.au)



# Youx Clubs

**ORGANISING AN EVENT**



# ORGANISING

## 1. Confirm suppliers and stakeholders

**Make sure to cover:**

- Infrastructure and equipment hire
  - Clubs can access Olympic Party Hire (OPH) discount by contacting OPH directly.
    - Let them know that you are a University Club when booking equipment
    - The equipment booking hire form can be accessed [here](#)
- Contacting key stakeholders and confirming their availability
- Contacting and confirm caterers, DJ, etc.

## 2. Develop:

- Runsheet
- Checklist
- Roles and responsibilities list
- [Risk assessment](#)

## 3. Organise ticketing platforms

We recommend using Humanitix or Eventbrite.

## 4. Send sponsorship documents to potential sponsors if applicable

# ORGANISING

## 5. Involve your Club's Marketing team

Inform your Club's Marketing team about the event with key details so they can design event assets and schedule in promotions.

- You can contact YouX Clubs on Instagram if you'd like further promotion through the Clubs stories and the Clubs EDM
- You may post/share the event on the Facebook Clubs Network

## 6. Organise catering equipment

Ensure that there are no single-use plastics and the Club is using sustainable products. For more information, head [here](#).

## 7. Check audiovisual in the event space

Trial the movie, the microphone and screen to ensure they all function well. Contact ITDS on 8313 3000 if you require assistance using the technology in the space.

# ORGANISING

## 8. Apply for a liquor license (if alcohol will be present)

If you plan to serve alcohol at your event, bear in mind that the University has strict rules around this.

Once you have booked your space, you will be provided with the relevant information around this. You can find the University policy for serving alcohol on campus [here](#).

You'll need to give Infrastructure all the information (dates, times, expected attendance/ticket sales) so they can advise you on what needs to be done.

From a YouX perspective, in order to offer alcohol at any event on campus (whether free or paid) all Clubs must adhere to the below procedure:

- ☐ Read and comply with the alcohol policy
- ☐ Book a 'Responsible Person' (RP) from the UniBar (hello@unibaradl.com.au) OR submit your own limited licence (minimum 2 week turn around).
- ☐ Complete the application to serve which can be found [here](#)
- ☐ Book security (security\_office@adelaide.edu.au)
- ☐ Create a risk assessment

# ORGANISING

## 9. Booking security

Security guards are required for all University of Adelaide events involving alcohol service to 30+ guests.

An additional guard must be hired for every 100 people in attendance.

If your event is being catered for by Taikunthi or the National Wine Centre, they will include a quote for security in your catering quote.

If your event is being catered for by a third party and you are arranging your own Short Term Liquor License, please complete the Security Guard Hire template on the Application to Serve Alcohol webform.





# Youx Clubs

**HOSTING THE EVENT**

# HOSTING

☐ **Ensure everyone is briefed and they are aware of their responsibilities**

☐ **Set up music/DJ and any accompanying visual materials**

☐ **Set up drinks and catering section alongside cutlery, plates, napkins, etc.**

We'd also recommend labelling the food/drink and including any allergens/dietary restrictions.

☐ **Execute your event according to the runsheet, and have fun!**



# Youx Clubs

**POST-EVENT EVALUATION**

# POST-EVENT EVALUATION



## Document event learnings

Include:

- recommendations for future improvement (if event will be recurring)
- number of attendees
- general feedback from attendees

We hope that this guide will help you plan, organise and execute your event well.

For any event-related questions or assistance, feel free to reach out to [youxclubsevents@adelaide.edu.au](mailto:youxclubsevents@adelaide.edu.au)





# Youx Clubs

**DOCUMENT LINKS**

# DOCUMENT LINKS

## **Risk Assessment**

## **Budget Templates**

## **Grants**

Apply for a minor grant [here](#).

Apply for a major grant [here](#).

## **Equipment Booking Form**

## **Alcohol Policy**

## **Application to Serve Alcohol**



# Youx Clubs

**KEY CONTACT DETAILS**

# KEY CONTACT DETAILS

## **YouX Clubs**

[youxclubs@adelaide.edu.au](mailto:youxclubs@adelaide.edu.au)

## **YouX Clubs Events**

[youxclubsevents@adelaide.edu.au](mailto:youxclubsevents@adelaide.edu.au)

## **Olympic Party Hire**

[info@olympichire.com.au](mailto:info@olympichire.com.au)

## **Infrastructure and Bookings**

[facilities.booking@adelaide.edu.au](mailto:facilities.booking@adelaide.edu.au)

## **International Student Support**

[iss@adelaide.edu.au](mailto:iss@adelaide.edu.au)

## **Security**

[security\\_office@adelaide.edu.au](mailto:security_office@adelaide.edu.au)

08 8313 5444

## **ITDS**

08 8313 3000