

Running an event

Club events are a great way to increase membership numbers, raise revenue, promote club activities, support causes and create a strong community within your club.

The below guide can be used to help plan and organise an event. Please reach out to the YouX clubs team (youxclubs@adelaide.edu.au) if you have any questions.

Planning

Think about **why are you holding this event?**

An event can serve a number of different purposes, including:

- Raising revenue for the club
- Increasing membership
- Promoting clubs services or activities
- Fundraising for or increasing awareness of a cause or issue
- Providing services or social events to club members and/or general students

Before you can organise an event, you should have a clear understanding of its purpose. Try to break down the overall purpose of the event into clear objectives so that planning and delegation of roles and responsibilities is as simple as possible.

Consider **who your is your target audience** for this event?

Are you running the event just for your members, or is it directed at the general student population? When you understand who your target audience is, you can then better plan an event that will appeal to this group.

Where and **when** will your event be held?

Allow plenty of time for planning and organising when deciding on a date.

What **resources**, **facilities** and **people** power will you need to run your event?

These will impact your budget and timelines.

Organising

How are you going to **finance** your event?

Set out an event budget which details quantities of items and where they can be purchased. Remember to round up figures and include a small emergency amount.

Budget templates and examples can be found [here](#).

YouX can provide a range of **equipment** free of charge for registered clubs. A list of items and instructions on how to book can be found [here](#).

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:

<https://www.adelaide.edu.au/student-hubs/space-bookings>

All other spaces around campus are organised through the University. You can email Toni.Pihodnya@adelaide.edu.au to coordinate a booking.

Decide early how you are going to run your event; what people are required and in what capacity? Make sure you **delegate** roles and responsibilities. Consider making a roster and getting all the members of your club involved.

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, generally in order to offer alcohol at any event on campus (whether free or paid) all Clubs must adhere to the below policy:

- Read and comply with the [alcohol policy](#)
- Book an RP from the Unibar (hello@unibar.adl.com.au) OR submit your own [limited licence](#) (minimum 2week turn around)
- Complete the [Application to serve](#)
- Book security (min 4hr call out. \$50 /hr) security_office@adelaide.edu.au

- Create a risk assessment

Risk Assessment

The UofA Risk Assessment template can be found [here](#).

Risk Assessments are required for events expecting more than 100 people.

If your event is on campus, these should be returned to whomever you've made the booking with (Uni or YouX.) If off campus, email YouX with any questions or queries.