Student Event Management Handbook

This handbook should be used in conjunction with an Event Planner
The Volunteer and Activities areas aim to support the following groups of students:

**Volunteer and Activity Groups:**
Any group affiliated to Bath SU, including, but not limited to societies, sports clubs, RAG and V Team, diversity and support groups, media and other volunteering groups.

**NB:** If you are not part of any of the above please do still come and see us and we will then decide if we can support you with your event/project. However, the above groups take priority so this will depend on the resource capacity within the area at any given time.

Remember to complete an **Event Planner**
Whether you’re organising an event, social, fundraising or campaigning event, or a stall to raise awareness, there are a few things to remember that will make the whole experience smoother. Here is some basic guidance on stages you need to follow:

**Before:**
1. Event Ideas
2. Planning your Event
3. Event Timeline / 3.1. Event Planner
4. Money
5. Venues
6. Health and Safety
7. Publicity
8. Volunteers
9. Final Checklist

**During:**
10. Setting up the Event
11. During the Event

**After:**
12. After the Event
1. Event Ideas

- On-Campus
- Off-Campus
- Social
- Celebration
- Challenge
- Fundraiser

😊 Useful Info: [Fundraising A-Z](#)
2. Planning your Event

Why...are you running this event?

Who...is the event for?

What...kind of event will you run?

Who...will you need to organise the event?

When...will you have the event?
3. Event Timeline

How?
• Establish aim of the Event
• Write a timeline of key actions

What?
• List of resources needed
• Decide on a budget

Who?
• Committee, Volunteers, staff
• Organise meetings
• Is in charge?
## 3.1 Event Planner

<table>
<thead>
<tr>
<th>Activity or Event</th>
<th>Submit Event Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>On campus activity or event</td>
<td>3 weeks in advance</td>
</tr>
<tr>
<td>Off campus activity or event (no contract to be signed)</td>
<td>3 weeks in advance</td>
</tr>
<tr>
<td>BBQs (Barbecues)</td>
<td>3 weeks in advance</td>
</tr>
<tr>
<td>BBQ Health &amp; Safety Form must be submitted at the same time</td>
<td></td>
</tr>
<tr>
<td>Off campus activity or event (contract to be signed)</td>
<td>6 weeks in advance</td>
</tr>
<tr>
<td>External Speakers</td>
<td>At least 6-8 weeks in advance</td>
</tr>
<tr>
<td>Overseas Trip</td>
<td>At least 6-8 weeks in advance</td>
</tr>
</tbody>
</table>
4. Money

How?
• ...will you ensure money collected is kept safe?

What?
• ...will you do with the money once collected?

Who?
• ...will be responsible for depositing money into SU Finance

😊 Useful Info: Finance Training
5. Venues

Where?
- Ensure that the venue is suitable for the type of event planned
- Do you need permission/Contracts?

When?
- Ensure that the time of year and time of day is appropriate for the event planned

Who?
- Think about who you would like to attend the event. Is it accessible? Do you need to make any adjustments?

😊 Useful Info: Venue Guide
6. Health and Safety

Where?
- Ensure that you have checked the venue for access and any potential risks

Who?
- Ensure that all Committee members/Volunteers are aware of Health and Safety

What?
- Ensure that you have completed a Risk Assessment Form and had it signed prior to the event

😊 Useful Info: Health and Safety
7. Publicity

Why?
- To raise awareness of the event and/or the charity you’re supporting

How?
- Use your social networks: Facebook, Twitter, Emails, face-to-face, Impact, URB, BathStudent, Plasma Screens
- Take photographs, lots and lots of photos and videos!

When?
- Before, during and after the event

😊 Useful Link: SU Marketing
8. Recruiting Volunteers

Who?
• ...will you recruit to help you run the event?

How?
• ...will you ensure that all Committee members/volunteers know what is expected of them?

What?
• ...will you do to ensure that all Committee members/Volunteers have a good time?

😊 Useful Link: Recruiting Student Volunteers
9. Final Checklist

- Event Planner
- Security contacted
- Risk Assessment
- Venue Booked (contracts signed)
- Publicity Plans organised
- Volunteers recruited
- Follow money handling procedures
- Hold Review Meeting after Event
- Start publicising event

Start publicising event → Follow money handling procedures → Hold Review Meeting after Event → Venue Booked (contracts signed) → Publicity Plans organised → Volunteers recruited → Start publicising event → Follow money handling procedures
10. On the day/night

** Always remember leave the venue clean and tidy and as you would hope to find it **

- Venue
  - Decorations
  - Food and drink
  - Music
  - Equipment (games etc)
  - Access

- People
  - Committee Members
  - Volunteers
  - Paid staff
  - Attendees
  - Remember to thank those who helped

** Remember that you are representing the University of Bath and that you have one chance to make a good first impression **
11. During the Event

Have Fun!
12. After the Event:

Evaluate the event with all those involved and make plans and guidance for future events

- What went well?
- What challenges did you face?
- What would you do differently?
- Marketing/Promotion/Ticket Sales
- Feedback from Committee Members/Volunteers
- Remember to thank those who helped
Last word…

This Event Management Handbook is an outline of the sort of things that you will need to think about when organising an Event.

There is further guidance available when you complete the Event Planner and you can speak to staff in the Students’ Union should you need further support or advice.