



PLAN YOUR EVENT

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

Club Support Coordinator	Campus	Contact Details
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This is a user friendly clubs resource aimed at assisting you to organise a safe, enjoyable and inclusive event. The content contained here can be applied to all types of occasions. All forms are available on the DUSA website under the Clubs Resources section.

9 STEPS TO A SUCCESSFUL LOCATED EVENT



1. Determine the goal and date of your event

A minimum of **four weeks'** notice is required for all club events. For larger events, more notice is required. Decide on the type of event you would like to run. Is it a social event for your members? Is it a campaign? Is it an academic or networking/professional development event?

2. Do your research

Location?

- ◆ On-campus: If you would like to hold your event on campus (pending on-campus bookings being accepted), a room booking request must be submitted at the same time as 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 required?

Tickets?

- ◆ Will you be selling tickets to the event and if so, what online platform will be used?

Safety?

- ◆ Have you considered all the risks associated with your event and put appropriate steps in place to mitigate these risks?

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 signed/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 (including a detailed budget)
- ◆ DUSA Risk Assessment (please add extra info if ticking "yes" to anything)
- ◆ DUSA COVID Safety Risk Assessment
- ◆ Promotional Material for approval (posters, wristbands, flyers etc)
- ◆ Contracts or Agreements (if applicable) for approval PRIOR TO BEING SIGNED
- ◆ DUSA Club Grant (if applicable)
- ◆ Room Booking (if applicable)

4. Put your plans into action

Once you have received a conditional approval 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 once it has been processed. Don't forget to respond to the conditional email approval as there are important action items specified that need attention.



5. Promotion, Promotion, Promotion!

Advertise your event! Utilise the poster poles, noticeboards, DUSA club promotion request, club email and social media pages. For poster approvals and advertisement please email your Clubs Support Coordinator. All posters must have the circle DUSA logo on them.

6. Ticket Sales

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

- ◆ Booking a table for you to sell tickets on campus
- ◆ Assisting with setting up an online ticket sales account that is linked to the DUSA bank account
- ◆ Reimbursing printing costs through club funds

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

Have a run-sheet ready! Make sure you arrive with plenty of time to get ready for your event: brief your volunteers or club Executive/Committee; put up any signage or decorations; 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. All payments must be submitted with a tax invoice (or tax receipt) and a completed DUSA payment request form