

How-to: **Events & Activities**

Events are a fun way to engage with members or to promote your student group to the wider student body. They are a great way to attract new members, enhance your members' university experience and communicate new messages.

THINGS TO CONSIDER WHEN ORGANISING AN EVENT

What is the purpose of your event?

Having a clear purpose for your event (i.e. recruiting new members, promoting/raising your groups profile, fundraising, a collaboration with a sponsor etc) will help shape the rest of your planning.

Have a budget!

A budget is a financial plan to help you see whether you have enough funds to do the things you want. (Refer to our How-to: Budget document for more information). By creating a budget when you are in the planning stages of your event, you can determine what will be possible with what you have and where and how you may need to raise money.

Do you need to raise money?

After planning a budget, make sure your student group has the financial means to hold the event before you start advertising for it. Raising funds can be as simple as selling tickets to your event (or a gold coin donation), holding bake sales or BBQ fundraisers, seeking external sponsorship, and/or requesting funding from certain university stakeholders (e.g. Student Engagement, SRC, faculty departments etc).

Where is the ideal location?

Consider factors such as the event's purpose, estimated number of attendees, level of formality and whether you want it to be a private or public event to help determine the right venue and location for your event.

Is there enough time to organise the event effectively?

Some events don't require much work so can be done fairly quickly but if you are planning a large scale event, make sure you have given your members (and Student Engagement!) enough time to arrange and approve the event.

Once you have everything planned, submit an Event Request via our online form at least 4 weeks prior to the event to give your CLO ample time to book campus venues and facilities.

We understand that sometimes opportunities come up and you may not have the time to submit an event with 4 weeks' notice, in which case we will work with your student group to do what we can to make the relevant bookings and to approve the event.

Do you have enough members to help organise the event?

Delegating and entrusting tasks to other members makes event planning and implementation much simpler, so surround yourself with a committed team of not just executives, but of general members. Ensure you have enough members on the day to help by organising a roster in advance.

Is there any opportunity to collaborate with other student groups?

Self-explanatory isn't it? Many hands make light work, plus it is more fun to have events with your friends!