How To:

Host an Event

Planning event:

Step 1: At the committee meeting, confirm all relevant information about the event including date, location, transport, price, budget, RSVP date and a draft basic run sheet.

Step 2: At the meeting, you might also decide who is responsible for the event and when some of the following tasks need to be completed:

- ✓ Book venue (UC Venues)
  - • Tutorial rooms, include date, start & finish time, preferred location, number of people - timetable@canberra.edu.au
  - • Library rooms and study spaces above the refectory, http://canberra.libcal.com/booking/rooms
  - • Seminar Rooms in building 24 (Clubs are allocated one booking free of charge per semester, T &Cs apply) conferencecentre@canberra.edu.au
  - • Cooper Lodge and UC Lodge common rooms or study spaces - reslifemsg.uc@unilodge.com.au
- ✓ Organise food, drinks, transport, music, guest speakers etc.
- ✓ Follow UC Life's 'How to Advertise an Event' checklist
- ✓ Host a fundraiser to reduce costs of your event for example BBQs, raffles, cupcake sales etc.
- ✓ Check email and Facebook for RSVPs & create RSVP list
- ✓ Check confirmed guests have purchased tickets/paid deposit if necessary
- ✓ Register event on UC Life! website at: http://www.ucunion.com.au/club-society-resources/manage-your-club/.This is not only how you can get UC Life! to advertise your event but also essential to be covered by UC's Insurance.
- ✓ Send reminder to confirmed guests prior to event
- ✓ Confirm details with venue, transports etc.

During event
- ✓ Check all attendees are present
- ✓ Check there are no OH&S issues present
- ✓ Social media post about the event
- ✓ Take photos

Post Event
- ✓ Create an event summary form – a document outlining event details for future committee members including date, cost, attendance, recommendations and areas for improvement
- ✓ Organise payment for event/reimbursements
- ✓ Update profit and loss sheet
- ✓ Upload photos to social media

*Please note a lot of these steps will vary depending on the event.
If you need any assistance, please don't hesitate to contact UC Life!