This list offers advice on how to arrange an event within the University. This is not a definitive list and organisation can differ between one event and the next. Use this as a guide and edit as you need. Please remember that you may have to pass on the organisation of an event, or share information with colleagues who are helping you, so it is important to keep a record of what’s organised and what is still left to do.

***A member of staff MUST add all events to the events calendar on Share Point, and any external speakers MUST be recorded in the External Speaker’s Log. (Links to both are in this document).*** Please liaise with your Schools marketing and events teams to organise and advertise your event. If any assistance is needed throughout please contact the University Events Officer, Sybilla Daley

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| **Activity** | **Action** | **Considerations** | **Responsibility?** | **Completed?** |
| **Before the event** |
| Conflicts  | Check for clashes with other activity at the University and any events in the town. NO EVENT SHOULD BE ORGANISED DURING GRADUATIONS IN JULY & NOVEMBER, UNLESS THEY ARE RELATED TO GRADUATION. PLEASE CHECK THESE DATES. | Check:* The events diary on [SharePoint](https://unishare.hud.ac.uk/uniwide/events/SitePages/Home.aspx) and the [University events calendar](http://www.hud.ac.uk/events/).
* Check the Council’s [events](http://www.kirklees.gov.uk/events/) website.
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| Book a room / space Do not confirm any event until space is secured | PGRs may need staff members to help with the following:If you require a room/space for a non-teaching related activity, please use [Web Room Bookings](http://bulgaria/WRB1516/Login.aspx?ReturnUrl=%2fwrb1516%2fbook.aspx) or contact Central Room Bookings. If the space is to be used out of core hours, heating and ventilation may need programming in via the Estates HelpdeskIf you need multiple spaces liaise directly with Central room booking.Please note that areas such as the CAB atrium also need to be booked. Please be aware there are glass cabinets with Art work on show in the Atrium if you need these removing for your event please inform Central room bookings at the time of booking.Familiarise yourself with the venue well in advance and be sure to know where food should be stored, coats stored, disabled access, fire exits and toilets | * Is additional space required for registration, cloakrooms, luggage, refreshments, etc?
* Don’t forget to book multiple rooms if you need breakout spaces
* Decide the layout of your event (Theatre style, classroom, cabaret, or boardroom) and ensure room is large enough.
* Allow time for set-up and de-rig and any cleaning in your booking
* Room capacity?
* Location on campus?
* Book additional rooms if needed to store the furniture removed from the space you have booked?
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| Record the event | PGRs should request that a staff member:Input the event on the [University events diary](https://unishare.hud.ac.uk/uniwide/events/SitePages/Home.aspx) in SharePoint and record as much information as possible as requested on the form.PGRs should notify University Reception and iPoint of event so they are aware should they get any queries from guests. | All staff should have access to the diary which will take less than 60 seconds to complete. |  |  |
| Speakers | **If you have any external speakers you MUST fill out the** [**External Speaker’s Log**](https://www.hud.ac.uk/cgi-bin/external-speakers/log-speaker.pl)**.** Book the speaker(s).Brief them on what you would like them to do and get details of their requirements.If it is appropriate get biographical details for publicity material.Send the speaker(s) a programme if necessary.Who will introduce the speaker?Who will give the vote of thanks? |  |  |  |
| VIP guests | Identify and invite the VIP(s)If you are expecting a VIP guests advise the Vice-Chancellor’s Office of their presence and the purpose of their visit. On your invitation, include a [link](http://www.hud.ac.uk/about/the-university/maps/) to or a map of how to find us, parking informationEnsure the VIP is allocated a host throughout their visit. The VIP should be met on arrival and introduced to the appropriate staff. Are bios required of VIP guests? If so who will produce these and who do they need sending to? Be prepared to follow up your initial invitation with a reminder a couple of weeks before the deadline.Does the VIP require accommodation? If so who is booking and paying for this? And what standard of accommodation is required? | * How will VIPs get to the University? If via the train station, do they need a taxi?
* What are the catering, hotel and other arrangements for the VIP and any accompanying participants?
* Is a car parking space required?

For VIPs we recommend [The Woodman Hotel](http://www.woodman-inn.com/) if they need accommodation. |  |  |
| Biographies Written | Key guests must have biographies written if required. |  |  |  |
| Arrange Room set up requirements | Once your space is booked you will need to book campus support to arrange set-up and down of the space via the Estates Helpdesk. Please send them all your room set up requirements. **This must be done no less than two weeks before the event.**The Estates Helpdesk will need to know: * The time and date (not only of the events but key times for set-up)
* The venue
* Number of people
* The layout required
* Equipment (types of tables, chairs, etc.)
* What time the set-down can commence

Helpdesk will send you a reference booking number to confirm your booking. | Is the set-up you are requesting feasible (e.g. does the University have the equipment in-house, etc)?If the job is large but you are unable to confirm requirements until closer to the event date, please advise Estates Helpdesk in advance that you will require their services.  |  |  |
| Extra requirements from estates | Book all required equipment (furniture, lectern, signage boards, stage, coat rails, etc.)Identify: * What equipment is required?
* Does the University have the equipment in-house?
* Will the equipment be available?
* How will the equipment be moved to the relevant area?

Log these needs via the Estates Helpdesk. |  |  |  |
| Cleaning | If additional cleaning is required log a job via the Estates Helpdesk. | Build in time for set-up, take-down and cleaning. |  |  |
| Technical Support | Book Technical support for presentations and microphones.* Can the School/Service manage requirements or are the services of the Central team required?
* Is a technician required to be present for the duration of the event?
* What AV / IT equipment is required? (access to Wifi, do speakers prefer roaming or fixed mics, etc.)
* What AV/IT provisions does the space booked have? Is this all working correctly?
* Does any activity require lecture capturing / recording?
* Is a roaming mic(s) required for Q&A?
* Is a lectern required?
 | Where possible test all presentations, sound recordings, videos, etc. on the equipment to be used in advance.**If the Vice-Chancellor is speaking, a microphone and lectern is required.**Contact the Staff IT support team for assistance. |  |  |
| Campus car parking  | Visitor car parking permits can be requested via the University Reception. **Before confirming spaces, check availability and book spaces.** Distance from the space to where the guests(s) need to access. If disabled car parking is required request the spaces are coned-off in advance. Contact Estates Helpdesk for this and if you need any attendantsCar parking on campus is limited so consider advising that the University does not offer car parking but that [town centre car parks](http://www.hud.ac.uk/about/the-university/maps/carparking/) are available. | Car parking spaces should always be offered to VIPs, speakers, etc. but there may not always be enough for larger groups of guests.Car parking is available on campus on a first come first served basis after 5.15pm |  |  |
| University Driver | Is the University car / driver required? | If the University car is required please contact estates. |  |  |
| Catering  | Contact catering to discuss requirements If a meal is being served obtain all dietary requirementsThe hospitality menu can be found [here](http://www.hud.ac.uk/media/universityofhuddersfield/content2013/services/huddersfood/Hospitality%20Menu%2016%20Page%20Nov%2016.pdf). If a bespoke menu is needed, request options from cateringIf a sit down meal, don’t forget to prepare a table plan and place cards. It is helpful to create menu cards containing what people are having in each place to assist service. (If diners are having different option)They will need to know: • The cost code• Dates and times (inc. set-up and down)• Number to be catered for• The menu / food / drink refreshments you require• Dietary requirements• The location • If the menu is to be served or self service• If a drinks reception is requiredConfirm whether you need catering dropped off or you would like staff to stay and serve | Catering will aim to cater for your budget so please contact them to discuss what may be possible.For a sit down meal consider who should be seated with whom and who will host each table. Let catering know the event is taking place as soon as possible. Even if you are unsure about what you will want, making them aware that a catering provision will be needed is very helpful.Catering like to have final catering requirements at least 48 hours prior to an event.Don’t forget to ask for Vegetarian options or any other dietary needs your guests identify.Ensure catering is in place at least 15 minutes before it is required to account for setup time.Confirm if you require china or paper plates etc. |  |  |
| Alcohol | If there will be alcohol you **must** obtain permission from Heather Mackintosh via enquiriesvco@hud.ac.uk. |  |  |  |
| Are Floral decorations required | Identify where any flowers will be needed – on the dining tables, On the registration tables, Will anybody be presented with bouquets?The florist used for University events is [Finishing Touches](https://finishingtouchesflorist.co.uk/). | Flowers must be removed after the event. |  |  |
| Access and egress | If the area the event is taking place is a restricted area arrange how those requiring access may gain entry. If an evening / weekend event liaise with Maggie Birkinshaw regarding access and any security measures required.  | * Who will manage entry to the building during unsociable hours?
* Is a fire warden required?
* Are First Aiders required?
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| Arrange guest registrations (advance and on event day) | Before the event decide how you would like to hold your registration. If pre-registration is required how will this be undertaken (online, booking, telephone bookings, etc.)?Set-up a database to collate information once you start receiving responses.Include in pre-event correspondence a map of the campus clearly indicating where the event is taking place.On the day of the event where will registration take place and how will this be managed? (Log a job via the Estates Helpdesk for required equipment – tables, table clothes, etc.)Do you need to record who attends? In which case an alphabetical list of guests will be needed to tick off attendees. | Online booking systems are the most streamlined way of managing registrations, but provisions must also be offered to those who do not have this facility so always include a contact telephone number or address. What space, equipment and staffing is required to manage the registration desk?Is a cloakroom service to be offered at registration?  |  |  |
| University staffing on the day  | Recruit relevant staff to ensure the event is professionally delivered (meet and greeters, registration, runner, ushers, networking, etc.)Create and supply detailed briefing so all staff are clear of their roles and responsibilities and what time they should be where. | Recruit people for each roles taking into account individual strengths. |  |  |
| Student Ambassadors | Identify the role(s) you would like Ambassadors to undertake. If Student Ambassadors are required liaise with Keeley Hutton a minimum of 3 weeks prior to discuss requirements.Create and supply a full briefing so they are clear of what is required from them.  | The nature of the role you are requesting them to undertake. Your budget for Student Ambassadors (they are entitled to holiday pay so the cost will be higher than their hourly rate).  |  |  |
| Event briefing | Produce an event plan and briefings notes.Email briefing to any staff helpers / volunteers explaining their roles on the dayConsider if deliveries need to be restricted during event times and inform the relevant people.Ensure a reference document is produced detailing key information and timings – make available to all staff involved | If you were to be ill or unexpectedly unobtainable have you left sufficient information so a colleague could pick it up and successfully deliver the event?  |  |  |
| Gifts | What gift is appropriate? Could a unique gift made by students at the University be provided?What is the budget? Who will present the gift, and when?  | Is a family member of any VIP attending, if so do they also need a gift (flowers, etc.)How is the VIP travelling and is it feasible for them to transport the gift home? |  |  |
| Signage | Prepare signage to direct visitors from all entry points of the campus.Arrange for the signage to be erected and removed. (Log a job via the Estates Helpdesk for this). | Walk the route and identify what is required where. If you can send a campus map and advise guests of the nearest car park this will determine the highest footfall route for your guests. |  |  |
| **Risk Assessments and Health and Safety** | If the event does not fall under the umbrella of day-to-day University business, a risk assessment must be completed by the Event Organiser.General risk assessment templates can be found [here.](http://www.hud.ac.uk/services/healthandsafety/formsandchecklists/)[Guidance](http://halo.hud.ac.uk/UoHDocumentSearch/DocSearch.aspx?DocRef=001093365) is available regarding management of the health and safety-related aspects of events is available through the university’s health and safety policy. | Any advice or assistance should be sought by contacting the Office of Health and Safety. |  |  |
| External promotion | Liaise with the relevant School/Departments Marketing Practitioner to identify promotional opportunities and plan how you will promote the event.Publish details of your event on the University events calendarArrange for the PR Team (John Ramsdin) office to do profile/promo news item.Explore social media channels within your School and with Central Marketing.Discuss publicity for the event as soon as possible – base this on who your target audience isDo you want to invite local journalists? | For advice and support on publicity and promotion contact John Ramsdin |  |  |
| Internal promotion | Liaise with your School/Departments Marketing Practitioner to identify promotional opportunities and plan how you will promote the event.Publish details of your event on the University events calendarLiaise with the Internal Comms Officers (Margarita Dimitriou and Carla Wilkinson). | Internal communications need to be programmed in to ensure you are making the most of the opportunities available. Liaise with Margarita Dimitriou or Carla Wilkinson as early as possible.  |  |  |
| Photographer | Is a photographer required? Is a professional photographer needed or does your School/Service have a photographer you can use? What shots do you require?  | What are the shots to be used for? Do you have permission to use the shots from those shown in the images?If required contact the PR Team (John Ramsdin) who can source a photographer at cost.If you are going to be taking pictures or filming the public please ensure that you display the photography signage (available from Sybilla Daley). |  |  |
| Promotional displays | Liaise with your School/Departments Marketing Practitioner.Identify what displays are needed in the area(s) where the event is taking place?Source the displays and ensure they are set up and removed at the end of the event.  |  |  |  |
| Name badges / delegate packs, etc. | What type of delegate pack and badges are required (personalised, corporate, ring bound, carry bag, etc.).Agree what is to be included: * Programme
* Speaker biographies and presentation abstracts
* Presentations
* Course/School/University information
* Delegate list (ensure delegates are happy for this to be shared)
* Pad and paper
* Wifi code

Source the resources and allow enough time to put the packs together and get them to be venue (especially if the event is taking place offsite). Are translators required? | * Is there sufficient budget?
* Who will produce these?
* What materials need to be included in the delegate pack and who will source this?
* When, where and who will distribute?

Allow plenty of time to produce the required materials. Check names and spellings carefully and have spare packs available. |  |  |
| Launch events | If undertaking a launch event please contact Sybilla Daley. The Vice-Chancellor’s Office (VCO) will have overall responsibility of Launch events and will give permission for plaques to be placed on Campus. |  |  |  |
| Tours | If a tour is required what areas need to be shown?Who will lead the tour? Are the relevant colleagues (in research centres / labs, etc) available to provide in-depth information and answer questions?  | Is swipe access required to gain entry? Liaise with Maggie Birkinshaw who will assist. |  |  |
| Entertainment | Are musicians needed to entertain guests at any point? Consider which instruments and if there is space to accommodate them?Is catering needed for them? | Contact the music and drama department within the university for any student performers.* Ensure that noise levels do not disturb other rooms.
* Entertainment **must** finish by midnight.
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| Extras | Check the weather and have umbrellas ready if needed.Have an umbrella bucket available at the entranceIf you are expecting a crowd, consider crowd management, barriers and ensuring access for VIP’s. Liaise with Estates and Facilities about this ASAP. |  |  |  |
| **The day of the event** |
| Rooms | Check all the relevant rooms have been set up as requested |  |  |  |
| Catering | Check the correct catering has been delivered to the required room Let catering know of any delaysEnsure the table plan and place names are in place. |  |  |  |
| Resources | Collect cloakroom tickets (if applicable)Collect Name badges (if applicable)Collect any IT / AV equipment (if applicable)Ensure signage has been put up where appropriateEnsure Flowers are delivered and in place (if applicable)Ensure alphabetical registration lists are in place to tick guests off as they arrive |  |  |  |
| Miscellaneous | Check staff are in place at agreed times and are aware of their rolesCheck staff are wearing name badgesCheck arrangements are in place for any disabled guestsEnsure the VIP guests are greeted appropriately |  |  |  |