

WORONI

Australian National University Student Media

HOW TO PLAN AN EVENT - PROCEDURE

I. Event Proposal

Before starting work on an event, you need to think about what the purpose of the event and whom you are planning to target as an audience. The event should address one (or more) of the ANUSM objectives in the Constitution. You should then seek approval from the Board of Editors with a brief spiel on purpose and audience.

If your event requires funding, you should also present a draft budget. If you need assistance with this, get in touch with the Managing Editor.

II. Venue Hire

If your event is on campus and within a classroom, you require a room booking through Venue Hire. You can work out when classrooms are available [here](#). The Internal Venue Hire form needs to be done with 14-business days notice (so plan early!). Link: https://services.anu.edu.au/files/guidance/Venue_Hire_Booking_Request_Form_Internal_Clients_v4.2.pdf

If your venue hire is in a public place in ANU (i.e. Union Court), you just need to do a Functions on Campus and RAMP (see below). This also requires a 14-business days notice.

If your venue is external, you do not need to do a Functions on Campus form, and just need to adhere to their booking systems/rules.

If you plan to use the ANUSM Boardroom (or elsewhere in the office), please contact the Administrative Assistant to book the space.

When considering venue, you should also think about how accessible the venue is.

1. Selecting Accessible Venues:

- a. Is the venue accessible?
 - i. Has an accessible entrance – this means there should be a level entrance with no steps, lift access, or a ramp.
 - ii. Is navigable inside by a wheelchair user – this means that they should be able to

Australian National University Student Media

How to Plan an Event

get around every area the event is occurring, not just through the door.

- iii. Has appropriate seating – this means there should be at least be several chairs with armrests and backs where the event is taking place.

Look at the ANU's list of venues that have the 'fully accessible' tick - <http://goo.gl/JKo0DV>

- b. Is there accessible parking?

- i. There is an accessible parking spot close to your chosen venue (within 50 – 100m).
- ii. There is an accessible and unbroken path from the parking spot to the venue.

Look at ANU's map of accessible parking (they're the orange dots) - <http://goo.gl/47V7T9>

- c. Are there accessible bathrooms?

- i. There is an accessible, unisex toilet either in the venue or close to the venue
- ii. There is an accessible path between the location of the event and the toilet

Look at ANU's map of accessible toilets - <https://goo.gl/k8Jpaa>

Always do a walkthrough prior to booking the venue/running the event to ensure that the venue is actually accessible. Check you can enter and move around the building, check that you can make your way from accessible parking to the venue, and check that the path to the accessible bathroom is clear and that the bathroom is actually usable and not being used as storage.

III. Functions on Campus

If your event is on campus somewhere (except the office) and will have 20+ people in attendance, you need to fill out a Functions on Campus form. This form needs 14-business days to process and 21-business days if the event includes liquor. The form is pretty straightforward.

Link here: https://services.anu.edu.au/files/guidance/Application_to_hold_a_Function_on_Campus_%20January_2017.pdf

Currently the process requires a member of the ANUSA Executive to sign off the form – pop by the ANUSA Office during business hours to get this done. If you have advertising material, you must provide this to Functions on Campus.

You will need to create a Risk Assessment Management Plan if:

- Liquor will be available at the event;
- The event impacts on pedestrian or vehicular movement; or
- If numbers attending exceed 50 participants.

Australian National University Student Media

How to Plan an Event

Your Functions on Campus forms are signed off by each department of Facilities & Services: Gardens/Grounds, Security, ANU Green, and Functions on Campus. So take it seriously.

If you have external contractors (e.g. catering, technical support etc.) you need to provide their Certificate of Currencies. If they're an ANUSA-affiliated group (i.e. UniVibes), you require a copy of the ANUSA Public Liability insurance. If the group is confused about what this is, just email Eleanor Boyle (ANUSA Office Manager) for a copy on sa.admin@anu.edu.au

If you need any assistance, please get in touch with the Editor-in-Chief or Managing Editor.

IV. RAMP

A Risk Assessment & Management Plan, as the name suggests, is a document detailing the risks of the event and how you plan to mitigate them. Appendix A, B, and C are three templates you can use for three different types of events (Universal Lunch Hour, Workshops, and a large party). Go through them carefully and ensure you have covered all risks and all mitigations. Functions on Campus appreciate well thought-out plans. If you've missed anything major for bigger events, they may hold you up with meetings with various stakeholders. These meetings can delay event planning.

V. Liquor Permits (if applicable)

If you are planning to supply or sell liquor (not BYO), you need to acquire a liquor license from the Office of Regulatory Services. See attached [form](#) (Non-Commercial Permit Application).

The event planner is the proposed permit-holder in these forms. You need at least 1 other person to be involved in the forms as a "close associate". This needs to be a member of the ANUSM community (Editor or Sub-Editor). You both need to fill out a personal particulars form (part B), a statutory declaration (part E) and a copy of photo ID. The organiser needs to fill out Event Details (Part D) and Statutory declaration regarding premises suitability (Part F). The chemist in Union Court can certify these declarations.

You'll also need to provide a copy of the ANU Student Media Constitution (it's on our Website) and a copy of our Incorporation Certificate (email Managing Editor for a copy).

Ask a member of the Executive to fill out the payment section (it is \$47 for 2017).

Email the application and the RAMP, when finished, to liquor@act.gov.au

They are very reasonable and will call you if there are any problems with your application. They may call you and ask for a copy of ANU's permission to hold the event (and then ANU may call and ask

Australian National University Student Media

How to Plan an Event

for a copy of the Liquor Permit), but just tell them to talk to each other and they usually get the job done.

You'll also need to do an Application to Advertise Liquor for Functions on Campus found [here](#). This one is easy.

VI. Marketing

As soon as the Board approves the event, you should get in touch with the Arts & Design team to talk through your marketing ideas. Depending on the size of the event, marketing material could include Facebook cover photos, poster design, Facebook/Instagram posts, stickers etc. Timely Facebook events and other forms of notice will make your event more successful. Good marketing will make it even more successful.

For students with visual impairments, or learning disabilities like Dyslexia, physical or digital promotional material can be difficult to interpret. Providing the same information in a word document allows those students to read that information in a way that suits them.

On your promotional materials (most likely Facebook), include a statement advising on the accessibility of the event. There are many different types of accessibility requirements and it's simply impossible to prepare for every single one. By asking students to contact you, you can work together to ensure that students can have their needs accommodated.

Here's a default statement that you can simple fill in the blanks:

"At Woroni, we strive to make our events as inclusive as possible. Our event venue is accessible (via ramp/lift), with accessible parking available nearby at (insert location) and accessible, unisex bathrooms available (within the building/[nearby building]). If you have any accessibility requirements, don't hesitate to email us at contact@woroni.com.au or call us at (02) 6125 9574."

VII. Logistics

Food: If you're planning on supplying food, make sure you have worked out payment plans with the ANUSM Executive.

Providing Diverse Food Options:

1. Ordering the Food: By default you should strive to provide gluten-free, vegetarian, vegan, and dairy-free food options at your events.
2. Serving the Food: When serving two sets of food options where one caters to intolerances and the other does not, be sure to prepare/store/serve the options in such a way as to prevent cross contamination. Always label options.

Australian National University Student Media

How to Plan an Event

Photography: If you want photography, make sure you get in touch with the Photography team.
Showbags: We have heaps of paper bags leftover which we can put a Woroni stamp on if you want to hand out relevant material.

Tech/Music: Talk to Woroni Radio

Video Coverage: Talk to Woroni TV

VII. Procedure Details

This procedure was adopted by ANU Student Media on 23/01/2017

This procedure was last updated on 23/01/2017.