



ORGANISING STUDENT EVENTS AT COLLEGE (SERFs)

Students are encouraged to plan events at College. As College is a busy place, with internal and external events hosted throughout the semester, advance notice of student events is essential to avoiding clashes of timing and venue, and to ensuring appropriate staffing is available.

Students should complete a Student Event Request Form (SERF) for any events at College planned for common areas (including common rooms, courtyards, the dining hall, etc.). This is especially important for events with alcohol, so that College complies with our licensing obligations. All events require at least two weeks' notice. Large events (e.g. formals, Twilight, Cabaret) require a minimum four weeks' notice.

STEP 1

Complete the [SERF](#) **at least two weeks before** the date of your proposed event. To ensure your SERF is considered, provide detail in every field of the form. If the SERF isn't completed fully and submitted at least two weeks early, the event cannot be approved.

The SERF is considered by College staff and checked against the College calendar for timing and availability of venues. The risk assessment is carefully considered.

STEP 2

Staff will contact you if they need further information, and approval for the event is given once all queries or concerns have been satisfied. Please note: students should not approach the catering manager or kitchen staff directly about catering for their event.

The Principal reserves the right to refuse an event request.

STEP 3

The Conference and Events Manager will contact you in the lead-up to the event to fine-tune the details, catering, facilities and room layout for the College Running Sheet.

STEP 4

It is the event organiser's responsibility to liaise with their House Committee Representative, and to publicise or notify students of the event as appropriate (e.g. social media, posters, announcements at Formal Dinner, etc.). Additionally, if the event is off-site, organisers should notify the [Conference & Events Manager](#) of the numbers absent from dinner. SERFs are not required for off-site events.

The Conference and Events team will ensure the event appears on the College's weekly staff running sheet in the two weeks forward plan (released on Monday mornings each week).

STEP 5

On the day of the event, the event organiser must arrive early to check all details. They must also have arranged sober leaders (if required), be present at the event themselves, and have made arrangements for helpers to pack up and clean up at the close of the event.