



ORGANISING STUDENT EVENTS AT COLLEGE

Students, especially convenors and year representatives, 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 avoid clashes of timing and venue and to ensure appropriate staffing, furniture and equipment is available.

Students should complete a [Wizzie FAF](#) (Function Application Form) 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 government licensing obligations. All events require at least three weeks' notice and planning. Large events (e.g. formals, Twilight, Cabaret) require minimum four weeks' notice.

STEP 1

Complete the [FAF](#) **at least three weeks before** the date of your proposed event. Provide as much detail as possible in every field of the form. If the FAF isn't completed fully and at least three weeks beforehand, the event cannot be approved.

The FAF 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 must notify the [Conference and Events Manager](#) of the numbers expected to be absent from dinner. FAFs 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 two weeks before the event (released on Monday mornings).

STEP 5

On the day of the event, the event organiser/s 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 set-up/decorate and clean up at the close of the event.

EXCEPTIONS: RECURRING EVENTS

Students organising recurring events that have a simple, fixed setup with no food requirements (e.g., morning pilates, dance rehearsals) may email the [Conference and Events Manager](#) directly. The following information is required: day/s, date/s, times, number of participants, venue, required layout and organisers' contact details.