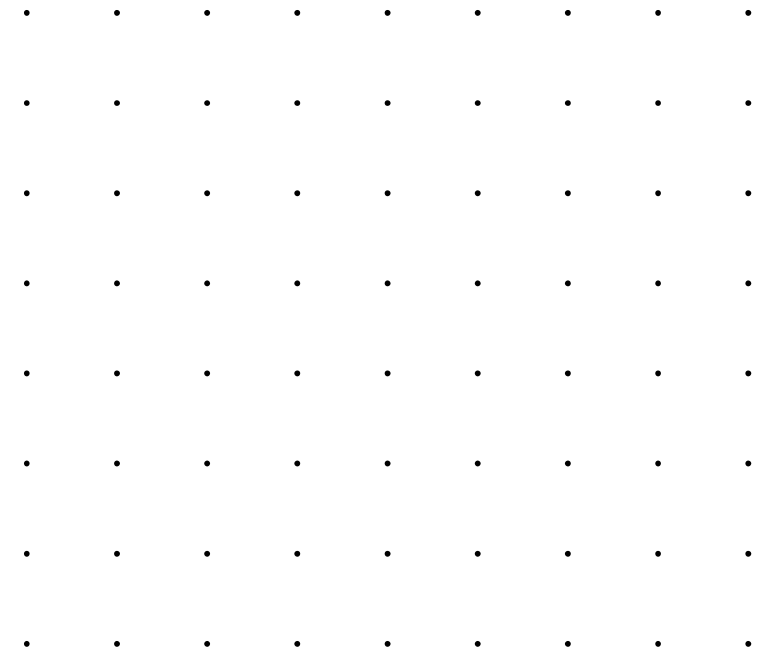


# Event Essentials

Semester 1 2024

**Diana Alvarez**

13/02/2024



# Today's session



- Why it matters
- How to submit an ENF on UniOne?
- When should I submit my event? (Approval timelines and type of events)
- On campus spaces for events
- New Risk Assessment
- Policy essentials
- Activity – Design an event challenge
- Where can I find all the resources?
- Club Hub is back!

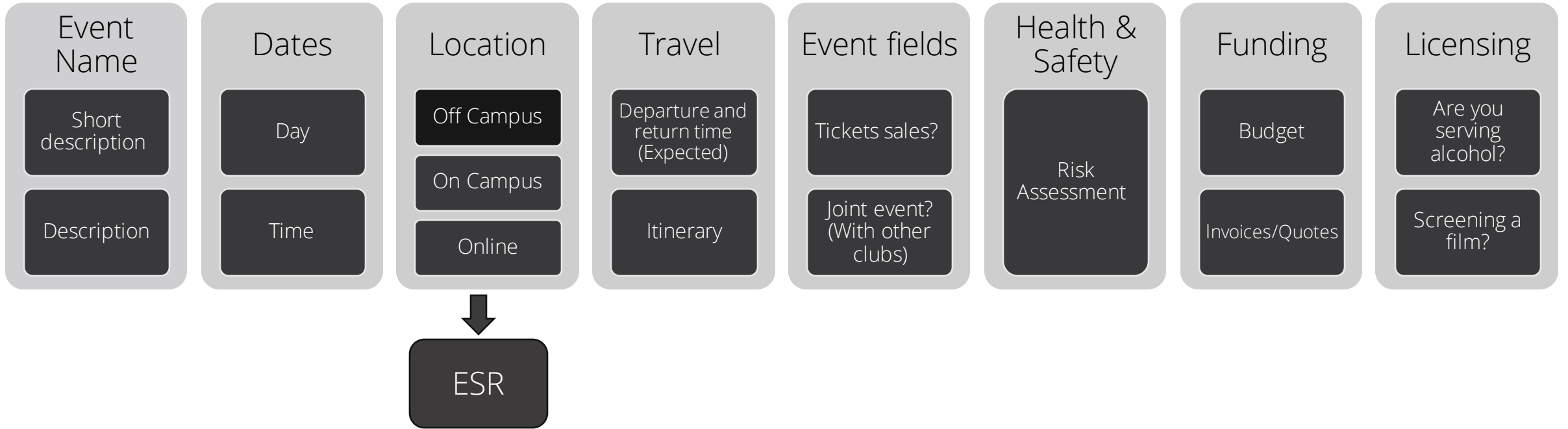


# Why it matters

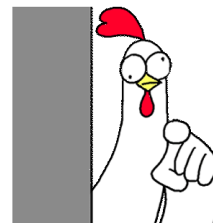
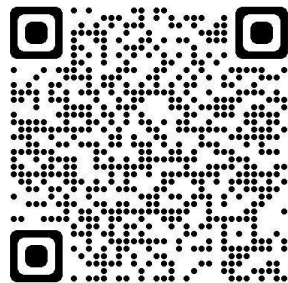
- It's the best way to engage with your community
- Build meaningful connections
- Boost club visibility



# How to submit an ENF on UniOne



Scan this QR code to find the step by step on how to submit an ENF on UniOne!



# When should I submit my event?

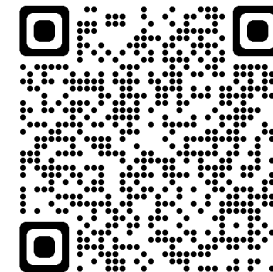
## Time in weeks

Event type	Publish ENF	Grant request form
No funds	1	n/a
Micro \$0-\$200	2	n/a
General \$201-\$1000	4	n/a
Major \$1001-\$5000	12	8

Via ENF

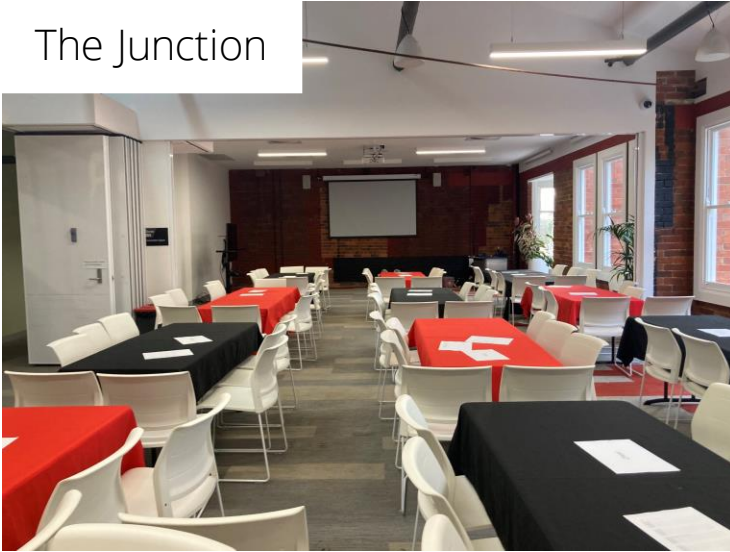
Don't forget: Clubs must run two events (Micro and/or general) to be eligible for a Major Grant

Scan this QR code to find the events essentials and links to all the forms you need to submit



# On-campus event spaces

The Junction



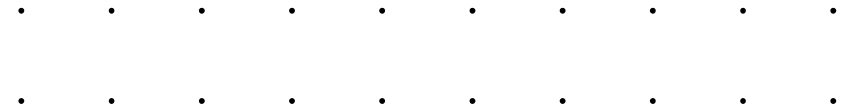
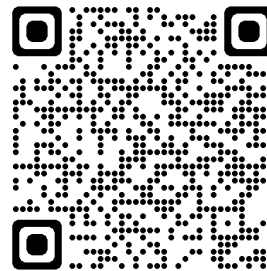
GS Corner



AGSE



Scan this QR code to find more spaces On Campus to run events





# New Risk Assessment

- Most common risks are already described on a document
- Read and identify the sections that apply to your event
- Sign the relevant sections and upload the document on UniOne "Health & Safety"
- Put in practice the suggested actions to mitigate risks



Scan this QR code to find the new Risk Assessment Template



# Policy essentials

Clubs need to run minimum 2 events (approved on UniOne) each semester to stay registered



Unapproved events are **NOT** official club events (Cannot use club name, club logo, promote on socials)



Tickets can only be sold using C&S software



Do not buy anything without C&S approval.  
**YOU WON'T GET YOUR MONEY BACK**





# Activity – Design an event challenge

Industry Night – On campus – 160 people – after hours

End of semester party – Off campus – 300 people – after hours

Picnic near campus – 50 people – daytime

Online event – Discord

## PROMPTING QUESTIONS / THINGS TO CONSIDER WHEN PLANNING AN EVENT

- ❖ Where?
- ❖ When?
- ❖ Selling tickets? Or free?
- ❖ How?

• • • • • • • • • •  
• • • • • • • • • •



# Where can I find all the resources?



[Swinburne Student Life - Student Life Portal](#)



[CLUBS](#)

[VOLUNTEER](#)

[EVENTS](#)

[ADVOCACY](#)

[OTHER](#)

[Login](#)

[Register](#)



## Club Resources

[TRAINING DOCUMENTS AND VIDEOS](#)

[CLUB GOVERNANCE FORMS](#)

[EVENT FORMS](#)

[FUNDS AND BUDGETING](#)

[GRANTS](#)

[SPONSORSHIP & LOCKER FORMS](#)

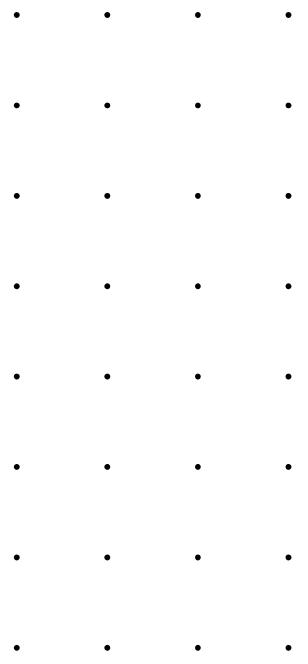
[COMPLAINTS & APPEALS](#)

[CLUB POLICIES](#)

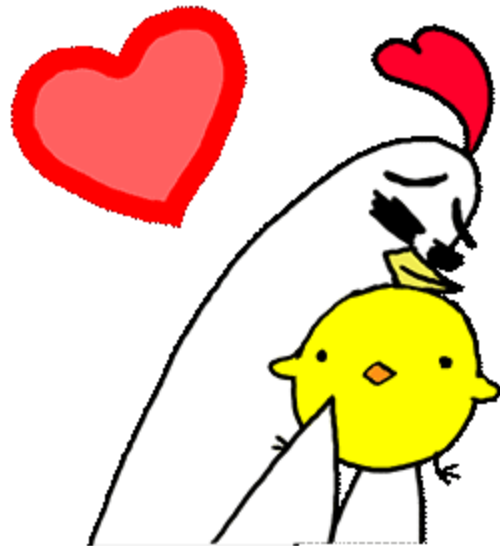
# Club Hub



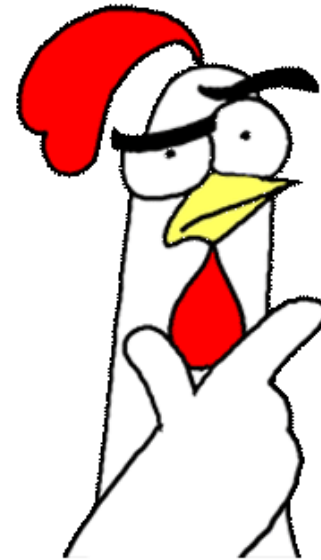
- Starting in Week 2 Sem 1 2024
- Located in The Junction – Level 1 (JN110) Next to the Node
- Running 4 days a week (Mondays, Tuesdays, Wednesdays and Thursdays)
- From 1pm to 4 pm
- Mondays – Diana
- No previous appointment needed. Just come and say Hi!



THANK YOU!



ANY QUESTIONS?



Menti - ask anything!

