



Committee Training 2023 - Events



What is an Event?



An Event is.....



- Any activity that clubs and societies do that includes their members. If you are advertising it – we need to hear about it
- This can be small scale (weekly meetings, movie nights)
- Medium scale (bar crawls, trips to the cinema, bowling)
- Large scale (balls, trips to destinations more than 2 hours away, conference style events, events across multiple days)
- If in doubt – it's an event and tell us

Activities Dashboard



- This year we are soft launching a new tool to register your events with us –the Activities Dashboard.
- Available on the SU Website.
- Committee will be able to fill in the online forms to register events and activities.
- We are still working through some small changes – please bear with us
- Aiming to fully utilise this tool by the end of Term 1.

Activities Dashboard



- More transparency, able to see updates straight away.
- Receive emails with updates from the website.
- Allows for staff to be able to help further with enquiries.
- Use the dashboard and if any issues with submission, you can email us.
- <https://www.astonsu.com/admin/activities/>

Activities Dashboard



- There will be guides and walkthroughs published for the new system.
- Some items will still need to be shared through email (e.g. contracts, finance planner) . Updates will still be shared via the Activities Dashboard.
- We invite feedback as we roll out this system

Things to Cover

- Activities Dashboard Walkthrough
- Event fundamentals
- Additional information
 - External Speaker
 - External Guests
 - Catering – allergen information displayed. Hot food distribution
 - Power
 - Balls
 - Licensed venue – for pre drinks etc



Events Procedures -at a Glance



Event Request Form

Once complete send to student_activities@aston.ac.uk

Full Name:	
Club/Society	
Telephone Number:	
E-mail:	
Student Number:	

Event Details (if other please provide details)	
Event Name (please provide a meaningful name):	
Event Description: (please provide a full description of the Event)	
Is this event to be repeated on another day? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Event start time (HH:MM):	Event end time (HH:MM):
Event start date (DD/MM/YYYY): <small>Click here to enter a date.</small>	
Event end date (DD/MM/YYYY): <small>Click here to enter a date.</small>	

Event Location

<input type="checkbox"/> Indoor (on campus) <input type="checkbox"/> Outdoor (on campus) <input type="checkbox"/> Other (off campus location)	
On Campus	Room/Area (if not a specific room, give details what type e.g. flat room for 40 people)
Choose a Location	
<hr/>	
Off Campus	Name
	Full Address
	Post Code
Student Union/Room Bookings (Please tick all that apply) <input type="checkbox"/> Chairs <input type="checkbox"/> Tables <input type="checkbox"/> Projector <input type="checkbox"/> Will require extra provision (lighting, sound etc)	

Number of people attending
Aston Students:
Non-Aston Students:
Involvement of outside organisation
YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES then please give details:
Name of organisation:
Name of contact:
Email:
Telephone Number:
Is there a visiting speaker involved?
YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES then please fill in an External Speaker Form
External Catering? (any food that is not from University Catering/SU or Supermarket bought is External Catering. Please be specific)
YES <input type="checkbox"/> NO <input type="checkbox"/>
Please provide details and fill out the External Catering Form if the company is not on our list of approved suppliers. You'll also need to get the company's Public Liability Insurance and Food Hygiene Certificate.
Name:

Event Request Forms should be submitted to athletic.union@aston.ac.uk if you are a club and societies.union@aston.ac.uk if you are a society.

Completion of this form does not mean your event is approved.

Events Procedures -at a Glance



External Speaker Information

Organising society:	<input type="text"/>
Name of society representatives:	<input type="text"/>
Date of event (DD/MM/YYYY):	<input type="text"/> <small>(Click here to enter a date.</small>
Start time of event (HH:MM):	<input type="text"/>
End time of event (HH:MM):	<input type="text"/>
Room:	<input type="text"/>
Title and purpose of event:	<input type="text"/>

Please provide the following details of the external speaker/s attending this event	
Name <small>(Please include all names that you may be known by)</small>	<input type="text"/>
Date of birth:	<input type="text"/>
Organisation:	<input type="text"/>
Name <small>(Please include all names that you may be known by)</small>	<input type="text"/>
Date of birth:	<input type="text"/>
Organisation:	<input type="text"/>
Topics to be discussed:	<input type="text"/>

Please answer the following questions	
Have tickets been issued?	<input type="text"/>
Is there any known or likely media interest in the proposed event?	<input type="text"/>
Where was the event advertised? (E.g. Internally / social media)	<input type="text"/>

Is the event likely to have an impact on the University's / Student Union's reputation?	<input type="text"/>
Is there any known or likely impact on the safety of students, staff or wider community attending the event?	<input type="text"/>
Will there be external catering?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>(If you have said yes, you will need to see our procedures for governing visitors on campus)</i>	
When completed this form will need to be authorised by:	
1. Students Union authorisation.....	
2. Head of Security authorisation.....	
3. Head of Catering (if applicable).....	

External Speaker forms must be filled out for an individual who **is not** an Aston student or staff member who will be speaking at your event.

These should be submitted as far in advance as possible – at least **15 days prior**.

Forms should be submitted to athletic.union@aston.ac.uk if you are a club and societies.union@aston.ac.uk if you are a society.

Events Procedures -at a Glance



- **Food Forms** – if you are having external catering at your event, you will need to fill out a form which can be reviewed by University Catering. **This does not apply to supermarket bought pre-packaged snacks and soft drinks.**

Once completed, the form should be submitted to the SU along with the company's

- **Food Hygiene Rating**
- **Public Liability Insurance**



Aston University
Catering@Aston

CATERING FOR SUPPLY ON ASTON UNIVERSITY PREMISES ARRANGEMENTS FOR FOOD SAFETY

Objective

The purpose of this document is to ensure that catering undertaken by external caterers to Aston University provide food that is safe to eat and fit for human consumption and to ensure that should a food poisoning incident occur due to the supply of products from external sources that catering@Aston is completely exonerated.

Caterers must prove that:

- Their food premises are registered with the local Environmental Health Office (EHO) in line with the (registration) Regulations 1991 which demands registration with the local Environmental Health Department 28 days prior to operating.
- Food Safety (General Food Hygiene) Regulations 1995 – Food preparation is undertaken where facilities are properly equipped to undertake this activity.
- Food Safety Act (1990) - All external caterers that incorporate catering and/or provision of food on site will comply with the requirements of this Act.

External contractors wishing to be considered for contracts for the supply (including preparation, transportation and serving) of food and drink for consumption on the university's premises must first satisfy the registration procedure by providing satisfactory responses to the following questions. This must be completed and return at least one week prior to the contract being fulfilled.

1. Please indicate below the means by which you will ensure appropriate temperature control during the preparation, transportation and service of food and drink.
2. Will all food to be served in the university be prepared in premises registered under the Food Premises (Registration) Regulations 1991? YES/NO

If YES, please give the name and address or telephone number of the local Department of Environmental Health who registered the premises and the date it was first registered:

If NO, are your premises used infrequently? (i.e. for less than 5 days in any 5 week period, for which local authority registration is not required) YES/NO

3. With respect to the premises, please provide the following information (details on a Separate sheet if necessary):-

- i) the date when the premises (if registered) were last inspected (enter NONE if not).
- ii) have you ever been served with improvement or prohibition notices? YES/NO
If YES, please provide details.
- iii) have you been the subject of legal proceedings in relation to food safety or Other safety matters? YES/NO
If YES, please provide details.
- iv) have there been any reported or suspected cases of food poisoning associated with your catering activities? YES/NO

4. Will all staff involved in the preparation, transportation and service of food have received certificated training in food hygiene (basic or similar)? YES/NO

If YES, please provide details of training.

If NO, please provide details of other relevant training.

5. Have you completed a hazard analysis or risk assessment exercise of your food preparation and catering activities? YES/NO
(Documentary evidence may be requested).

6. Do you have?
i) Employer/Employee Insurance? YES/NO
ii) Public Liability Insurance? YES/NO

If YES please provide information on the level of cover and the policy renewal date together, with a copy of each document:

- i)
- ii)

Events Procedures -at a Glance

If you give out or sell any food items at any time you **MUST** ensure you highlight the allergens clearly in front of the food item. This is the case for sweets, cakes, cookies, chocolates, as well as hot food.

You must register with us if you wish to give out or sell **ANY FOOD ITEM**

Full list of ingredients and allergen information must be displayed. It can't just be on the packaging, must be displayed next to food items.

Ask someone if they have any allergens before giving/selling the food item



Events Procedures -at a Glance

The 14 allergens are:

- Celery
- Cereals containing gluten (such as barley and oats)
- Crustaceans (such as prawns, crabs, lobsters)
- Eggs
- Fish
- Lupin
- Milk
- Molluscs (such as mussels and oysters)
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphites (at a concentration of more than ten parts per million)
- Tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)



Events Procedures -at a Glance

Further guidance about food handling and distribution can be found on the website.

When distributing food or selling it, precautions and materials will need to be used including, but not limited to;

Tongs

Gloves

Ensure you wash your hands;

- before handling food
- after handling waste
- after cleaning surfaces
- after eating and drinking
- after sneezing, touching pets or going to the toilet.



Events Procedures -at a Glance

Food Temperature;



If you are distributing COLD food:

- Temperature upon arrival
- Storage temperature
- Temperature when removed from the fridge
- Heating temperature
- Holding temperature

If you are distributing HOT food:

- Arrival temperature
- Holding temperature

Events Procedures -at a Glance



- **Finance Plan** - this should be filled out for any activities with large income or expenses.
- Aim to break even at 65% attendance.
- Include all costs and incomes.

Club/Society Event Financial Planner					
Club/Society:		Account Number:			
Date of Event:		Account Name:			
Name of Event:		Venue:			
INCOME	Ticket Income (Variable)		Sponsorship Income (Fixed)		
	Expected Attendance:		Company	Amount	
	Upper Ticket Price:			0	
	Lower Ticket Price:			0	
	Attendance Level	Ticket Income		0	
	50%	0		0	
65%	0		0		
100%	0	Total Sponsorship Income	0	0	
<small>(Based on expected attendance & assumed ticket price)</small>					
EXPENDITURE	Cost per person		Cost, based on each attendance level:		
			50%	65%	100%
	Food	£-	£-	£-	£-
	Beverage	0	£-	£-	£-
	Other (specify)	0	£-	£-	£-
	Sub Total		£-	£-	£-
	+ VAT (20%) if applicable		£-	£-	£-
	Variable Costs Total		£-	£-	£-
		Cost	VAT (20%)	Total	
	Venue/facilities	£0.00	0	0	0
Ticket Printing	£0.00	0	0	0	
Publicity Printing	£0.00	0	0	0	
Publicity Distribution	£0.00	0	0	0	
Transport/travel	£0.00	0	0	0	
Band	£0.00	0	0	0	
DJs	£0.00	0	0	0	
Other entertainments	£0.00	0	0	0	
Equipment Cost	£0.00	0	0	0	
Security/Stewards	£0.00	0	0	0	
Decorations	£0.00	0	0	0	
Other (*specify)	£0.00	0	0	0	
		Fixed Costs Total	0	0	
TOTAL	Attendance	Income	Expenditure	Profit	
	50%	£-	£-	£-	
	65%	£-	£-	£-	
	100%	£-	£-	£-	
<small>Add up the variable & fixed income/expenditures from above</small>					
<small>The Event Planning Committee has to consider the viability of your event. As a general rule, you should aim to break even or profit at 65% attendance.</small>					

Final Thoughts



- As committee members you are responsible for your members at every event/activity. Events and activities need to be approved by us – if we don't know or things change and something happens – that is on you.
- Listen to your members – what do they want to see from you.
- Submit forms **as early in advance as possible.**
- Plan. Plan. Plan
- Have FUN 😊

