

Event Guide



BOND
UNIVERSITY

STUDENT ASSOCIATION

Bond University
Student Association

Holding a Successful Event

Bond University's Students, Clubs & Societies, Organisational Behaviour groups and Associations are welcome to hold events on campus throughout the semester. This document will outline the basic steps and procedures required to hold a successful event.

STEP 1 – Finding a Date:

Each semester Bond has a very active and busy social life. Finding the right date to hold an event is very important in order to ensure that student events do not clash or have to unnecessarily compete with each other. B.U.S.A may refuse to sign off on an event if it clashes with an already approved event. Before you start planning your event go to the B.U.S.A office and make yourself familiar with what has been planned for the semester and decide on a date that will maximise your event's success.

STEP 2 – Location, Location, Location!

Student Lounge: The B.U.S.A lounge is located above the Brasserie and can be an ideal place to meet, hold small gatherings and functions. The Student Lounge is free to use for all student activity fee payers. It must be booked through B.U.S.A prior to use, a liability waiver must be signed and a deposit paid before the event.

Princeton & Green Room: The Princeton and Green Rooms must be booked through the Conference Centre and usually attract a charge.

Don's Tavern: Don's Tavern may be hired out to hold an event. Don's Tavern is the preferred location for events involving large amounts of people where alcohol will be served. Depending on the date, time, organisation and function, Don's Tavern may or may not attract a hire fee.

Outside Locations: There are a number of locations around campus where events may be held. These areas must be approved by B.U.S.A and management. If alcohol is to be served then adequate security must be provided and people serving the alcohol must have appropriate RSA qualifications.

Room Hire: Lecture Theatres, Case Study and Seminar Rooms are available for organisations to use. These must be booked via email with security (phone: 55951234)

prior to use. These areas can be great locations for presentations, guest speakers and other 'non-party' events.

Sporting Facilities: If you would like to use any sporting equipment or facilities for your event please contact the Sports Centre or a member of the Bond University Sports Association.

STEP 3 – Filling in the Blanks

A number of forms **must** be completed prior to the occurrence of an event on campus. All forms are available from the B.U.S.A office and should be completed and lodged two weeks prior to the planned event.

Event Approval Form: In order to place an event on the B.U.S.A calendar, you must fill out an events form detailing the specifics of the event. Completed forms should be forwarded to one of the following B.U.S.A members for approval:

Alex Smith	President
Ben Mack	Vice-President (Recreation)
Sam Warriner	Social Director
Jimmy HvD	Cultural Clubs Director
Georgie Box	Sporting Clubs Director

Ticket Sale Approval Form: If your event requires tickets to be sold on campus at any time, you need to fill out this form stating the times and location of the sales.

Equipment Forms: Equipment can be provided from facilities management. This includes BBQs', tables, chairs etc. An equipment form must be filled out detailing what equipment is required for your event and lodged with facilities. If external equipment is required for your event then you must be able to provide a certificate of currency to ensure the equipment is in safe working order.

STEP 4 – Things to be Aware of:

1. Night Club Sponsorship – Bond University is sponsored each year by a particular night club. Accordingly we have contractual commitments to ensure that certain rules are not broken in regards to the promotion of Bond activities. If your event includes going to a night club, please check with B.U.S.A **before**

you print your posters or make any financial commitments that you are not violating any part of the Bond University nightclub agreement. If you want to have an event that has a nightclub 'after party' you are required to give Platinum nightclub the first right of refusal. This means you should contact the club representative to ask whether the club are interested in holding the event after party.

2. B.U.S.A Assistance – The B.U.S.A has a lot of experience in holding events and may be able to help you with buses, decorations, catering, costumes or sponsorship. Feel free to approach any member with your questions about running an event.
3. Poster Policy – The University accepts that it is a part of University life that upcoming events, elections and various other student related activities will be publicised and promoted via posters and broadsheets displayed around the campus.

The following rules apply to the placing of posters and broadsheets on campus:

- Open Noticeboards will be cleaned on a fortnightly basis.
 - **All notices** are to have on them at the bottom left corner, **an expiry or use-by date**. This date should preferably be expressed in date and month (not week of the semester).
 - Only notices that are 'current' will be left on notice boards when these fortnightly cleans occur.
 - The outer glass surface of locked notice boards will be cleaned daily.
 - The culling of notices inside these notice boards is the responsibility of the organisation responsible for the notice board (eg, B.U.S.A Noticeboard).
 - Notices should **not** be affixed to the glass of opening doors for safety reasons. Cleaners will remove any notice attached to the glass of any door. This rule does not apply to the glass panels adjacent to opening doors.
 - Any notice without an appropriate expiry date will be removed.
4. E-mail Policy – Students are not allowed to send out all student e-mails. All student e-mails must be sent through B.U.S.A or BUSA. Note that only urgent changes to events will be allowed to be sent through to all students.

5. Digital Signage – Please feel free to use the digital screens located around the campus. If you have anything you would like to be displayed, please send through in power point form the information you wish to display to either Alex Smith or Troy Smith via email.

If you require any further assistance please feel free to contact any member of your B.U.S.A.

GOOD LUCK!