

EVENTS AND ACTIVITIES GUIDE

This guide will give clubs and societies some of the information needed to run events and activities and to get the most out of them.

During your time on a club/society committee you will most likely find yourself planning an event or activity of some sort. Here are so basic steps to plan an event:

- Your local Students' Association Office can be contacted in order to book space on campus.
- If it is related to sporting, our Sports Development Coordinator must be contacted to be informed of the event. Our marketing team can also help to promote your event.
- Creating a Facebook event is a good way to let members know about an event and make use of pre-existing social media channels.
- The Students' Association can help to market the event.
- **A risk assessment must be completed and sent to the Community Engagement team at the Students' Association (hisaactivities@uhi.ac.uk).**
- You'll need to work out a budget for the event, how much it is going to cost, whether you need any funding to deliver the event and how much the event will earn for your club/society.

Below are some examples of what these events may be:

Club Awards Night: Often clubs and societies will want to hold an awards night to celebrate the achievements of its members over the past year. You might want to have a think about different award categories, how to vote, a venue and the actual physical awards to give to members.

Club Ski Trip: Sports clubs especially will sometimes have trips aboard, like an annual ski trip. An event of this size obviously takes a lot of logistics to organise and involves fundraising. This must be planned very far in advance- transport, accommodation and activities need to be booked. It is essential that attendees have travel insurance which also covers the activity. Any dietary requirements, medical conditions and emergency contacts should be collected along with a photocopy of passports.

Pub Quiz Fundraiser: Pub quizzes are a good way of raising money for a club/society. Reasonably straightforward to plan, you just need to nominate a quiz master, book a venue, decide on team sizes, and sell tickets. You'll need to come up with some ideas for prizes too!

Christmas Dinner Social: Many clubs/societies will want to hold a Christmas social before the break and a Christmas meal is often a popular option. When dealing with food it is especially important to note down allergies and dietary requirements of all those attending, to share with the venue. The venue will often require a deposit when booking, or the full amount paid and meal choices submitted in advance. To avoid confusion on the evening of who ordered what, print out name cards with everyone's orders on.



Sports Tournament Day: Tournaments can be an integral part of sports clubs, especially with competitions between different campuses. A venue needs to be booked suitable for the sport such as a sports hall or AstroTurf pitches and other teams contacted as travel arrangements will need to be made. It is often customary that the hosting team puts on catering for all the players- this could be a barbecue or ordering pizza for example.

