**These may help you with you planning:**

|  |  |  |
| --- | --- | --- |
|  |  | **Done** |
|  | Decide if you the item should be a calendar listing or event listing using the SU Event checklist.  |  |
|  | If it’s an event, create an Event Plan that lists exactly what will happen, where, when and by whom. This includes a risk assessment with clear examples to guide you. It is best practice to plan to have a First Aider present or on call.  |  |
|  | Book your rooms with timetabling <http://avbookings/> Please be aware that if you are booking a teaching room during term time, teaching will be prioritised.  |  |
|  | Book any rooms in the conference centre or the Lightwell with the Residences and External Lettings Manager by emailing accommodation@rvc.ac.uk or calling X6809. |  |
|  | If you need catering email either Hawkshead Catering on hawksheadcatering@rvc.ac.uk or Camden Catering on camdencatering@rvc.ac.uk to alert them to your event. Prices are fixed and a menu and order form can be found on the Estates website <http://intranet.rvc.ac.uk/Catering>. If you are providing your own catering please check this with estates.  |  |
|  | Think about a booking system for your event so you have an idea of guest numbers before the event.  |  |
|  | If you need any portering/cleaning/maintenance raise an Estates One Stop Shop on <http://eoss/> and outline your requirements for requests well in advance of the date of the event |  |
|  | Assess if you require IT or AV. If so, you will need to email the IT Helpdesk on helpdesk@rvc.ac.uk well in advance. |  |
|  | If you plan to run an out of hour’s event involving large numbers of people, you must check whether or not additional security will be required. Contact Head of Security at Hawkshead, on X6978 to discuss details.  |  |
|  | If hosting an event at Hawkshead, a full list of any external visitors attending an event should be sent to Hawkshead Security on hhsecurity@rvc.ac.uk or X6258 and the Head of Security on mgrattan@rvc.ac.uk or X6978 in Hawkshead in advance |  |
|  | If hosting an event at Camden, a full list of any external visitors attending an event should be sent to Camden Security on cmsecurity@rvc.ac.uk and the Camden Campus Services Manager on wedwards@rvc.ac.uk in advance.  |  |
|  | Make plans for any guests with access or mobility requirements. Check all routes and if the event is in Camden, contact the Camden Campus Services Manager on wedwards@rvc.ac.uk or X5109 to arrange access as there are only a few specific routes that may be suitable. |  |
|  | Sign in and out all visitors so you know exactly who you have on campus at any time for fire and health and safety purposes. |  |
|  | Provide all visitors with basic housekeeping advice and ensure you alert them to basic details such as where the toilets are and what to do in an emergency. |  |
|  | If you would like to borrow any RVC branded banners or table cloths please ask the Events manager events@rvc.ac.uk |  |