## Event management

*Clubs and Societies are a huge part of student life in Maynooth. You guys are key to creating the atmosphere and vibrant buzz that our campus is known for. Every Club and Society will run an event or many events throughout the year. The best events are the events that are well planned. This guide will give you some tips into how to run the best events on campus.*

**PLAN PLAN PLAN PLAN PLAN PLAN PLAN PLAN PLAN PLAN PLAN PLAN PLAN PLAN**

*Planning events in advance is huge. One week before the event is never good! This can be the difference between an ordinary event and an extraordinary event. It also gives you more time to manage your time efficiently both on the committee and as full time students.*

* Brainstorm your ideas
* Purpose of the event
* Consult the SU Events Co-ordinator
* Choose your venue – is it on or off campus
* Choose dates and times
* Make a budget and stick to it
* Create a list of to do and divide the workload evenly among the committee members
* Remember to scope for health and safety issues
* Get in touch with potential acts/speakers etc.
* Apply for Special Events Funding
* Contact Health and Safety Officer
* Complete SU Venue booking form
* Contact SU Events Co-ordinator to discuss PA, Lighting etc.
* Plan promotional strategy - remember posters are removed each Friday morning
* Organise event crew - tickets etc.
* Confirm Special Events Funding has been granted
* Check and double check your budget
* GET PROMOTING - through any media outlet you can think of! Facebook, twitter, videos, pictures, posters etc etc
* Try to sell the tickets in advance
* Be creative and think outside the box!

**ONE WEEK TO GO**

*Your event is in a week; you have all the preparations in place now it’s time to confirm!*

* Check all the details again
* Confirm acts again
* Confirm sound/lighting: sound checks, set up times etc.
* Confirm arrival time with performers
* Don’t forget to have someone to take care of photos, videos on the night for the website/Social Media!

**THE EVENT**

*It’s finally here and you want it to run as smoothly as possible*

* Final check of venue, check everything is in place
* Decorate the venue
* Meet with the committee to run through event plan
* If you have someone collecting money at the door make sure to remove cash from the entrance regularly DO NOT LEAVE IT UNATTENDED.
* Mix with the audience for feedback
* Be considerate and help clean up after the event, especially if you have decorated the place or left any rubbish behind. Remember the venue will be used the following day.
* Report any incidents

**POST EVENT**

* Complete paper work and any accounts (lodgements, payments etc.)
* Thank all attendees through social media
* Post event pictures/videos as soon as possible
* Keep details of event as to gain league table points

**WHO CAN HELP?**

*If your committee are pressurised come the day of the event there are many people who can help you out on the day/night.*

* SU Events Co-Ordinator
* Our wonderful SU Events Co-ordinator is always willing to solve any situations which may arise
* The ops team will be there on the night
* And of course you can **ALWAYS** contact your Clubs and Societies Officer Lorna.