**Event Plan Template**

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| --- | --- | --- | --- | --- |
| **Club** |  | | | |
| **Event Name** |  | | | |
| **Location** |  | | **Date** |  |
| **Start Time** |  | **End Time** | |  |

**Event Description**

Please describe your event including as much detail as possible.

**Event Purpose *The ‘why’ behind your event***

Eg. Bring people together, education, networking, enhance career opportunities etc.

1 – 2 bullet points.

**Target Audience *Who is your event aimed at?***

Club members only? Families? Wider student population? You can have primary, secondary and third target audiences.

**Key Event Timings**

Please list the key milestones that are vital to your event. This could include stakeholder meetings, deadlines to book in the venue or catering, the pack in/set up, key operational activities, pack out etc.

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| **Date** | **Time** | **Activity** |
| *Eg. Tues 19 Oct* | *0900 – 1500* | *Fencing pack in for Garden Party* |
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**Key Event Delivery Team**

Please list those involved in the delivery of the event. This could include your Club Exec, any club members who hold an important role, or contractors that are providing a key service.

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| --- | --- | --- | --- |
| **Name** | **Role** | **Mobile Number** | **Email Address** |
| *Eg. Sarah* | *Event Lead* | *027 123 4567* | *sarah@lincolnuni.ac.nz* |
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**LUSA Support *Do you need any assistance from LUSA to put on this event***

LUSA is here to back your club to put on an awesome event! We won’t plan the event for you but will support you however we can.

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| --- | --- |
| **Tick if required** | **Options** |
|  | Design *(design for social media content/ logos/ posters etc.)* |
|  | Marketing/ Comms Support |
|  | LUSA Comms *(promotion of your event through LUSA socials)* |
|  | RAM *(ad in RAM to promote your event, club spotlight article etc.)* |
|  | Printing *(of flyers/ posters etc.)* |
|  | Booking a venue/ room *(on and off campus)* |
|  | Budget support |
|  | Transport *(we can connect you with local bus and van hire companies)* |
|  | Online ticket sales |
|  | Health & safety planning |
|  | Other Event Planning Support (planning, logistics, catering, |
| **Checkmark with solid fill** | Put your event on Rubric (QPay) and it will be advertise on the LUSA screen |
|  | Other support |

**Please provide specifics/ extra detail regarding the support you’re after**

**Risk Assessment**

Please list any relevant hazards which may pose a threat to the health & safety of your attendees. Please include details of what you will do to mitigate these risks.

|  |  |
| --- | --- |
| Hazards might include: | |
| * Environment * Location / Geography * Traffic * Manual handling eg. Lifting * Psycho-social eg. Stress * Thermal eg. Hot or cold surfaces | * Weather & sun exposure * Fire / explosion * Trip hazards * Food & Beverage * Infrastructure |

|  |  |
| --- | --- |
| **Hazard 1** | |
| Hazard | *Eg. Moving vehicles* |
| Potential Outcome | *Pedestrian hit by vehicle.*  *Minor to serious injury.* |
| Risk rating | *Low,* ***Moderate****, High or Extreme* |
| Actions taken to mitigate the risk | *Limit pedestrian activity in areas where there will be moving vehicles.*  *Enforce 10km/hr speed limit inside site.*  *All moving vehicles to have hazard lights flashing.*  *All pedestrians onsite during pack in to wear hi-vis vests.*  *No vehicle movement inside site after event has begun.* |

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| --- | --- |
| **Hazard 2** | |
| Hazard |  |
| Potential Outcome |  |
| Risk rating | Low,Moderate, High or Extreme |
| Actions taken to mitigate the risk |  |

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| --- | --- |
| **Hazard 3** | |
| Hazard |  |
| Potential Outcome |  |
| Risk rating | Low,Moderate, High or Extreme |
| Actions taken to mitigate the risk |  |

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| **Hazard 4** | |
| Hazard |  |
| Potential Outcome |  |
| Risk rating | Low,Moderate, High or Extreme |
| Actions taken to mitigate the risk |  |

Copy and paste the above table to address further hazards if necessary for your event.