

# Society Events Training 2025-26

2nd September

*Please take a minute to type your name, society and exec role in the chat box. This helps us to track attendance.*



## The Team

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Head of Membership  
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### Student Staff

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VP Activities

To get hold of any of us, please email [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) or come down to the Communities Hub (**Back of reception in sq 4**) during working hours.

Our working hours are typically 9am – 5pm Monday – Friday

We are in the office over the summer.



# What is this training about ?

This training will familiarise you with the various options and processes involved in booking and putting on events. By the end, we aim for you to feel confident in throwing a successful event.

Slides will be sent out after the training.

## Agenda

- Toolkit
- Events booking form
- External speakers
- Booking rooms
- Booking other venues
- Food and drinks rules
- Borrowing equipment
- Promoting your events
- Funding your events
- Examples of events
- Freshers Fair
- Q&A



# Before we begin...

As an exec you MUST purchase your society's membership in order to access everything covered in this session.

If you haven't done so, take a few minutes to buy your membership :)



## Societies Toolkit



### Societies Toolkit

Your go-to page for training, forms and much more

**SOCIETIES TOOLKIT**

On [essexstudent.com](http://essexstudent.com), you have access to our Societies Toolkit.

This toolkit has lots of useful resources and forms which will help you put on successful events.



Scan here to visit the societies toolkit



## Event Booking Form

New for this year, we have an **Events Booking Form** to submit event requests. This covers everything from tables & card machines to booking the Atrium.

The form **does not guarantee** that your request will be booked in, but gives us a strong starting point to support you in planning your event.

Certain responses to the form trigger follow-up emails (e.g. external speaker requests). We may also ask to have a meeting with your exec team if the event is more complex.

Live demo: [Events Booking Form](#)



## External Speakers at events

- Societies can invite external speakers to their events, so long as you let us know in advance and fill out an external speaker submission form.
- External Speaker requests can be made here: [Inviting an external speaker to an event | University of Essex](#)
- Please ensure you have put your room booking request in **before** you submit the external speaker form.
- You must give us at least 15 working days' notice when you request an external speaker



## External Speakers at events

- Training: complete the Moodle module- [Course: Speaker Protocol | Moodle](#)
- The speaker notification and risk review process : include all information about the speaker, their organisation and the topic of their speech and think about risks including:
  - whether you or others have concerns about whether the speaker or others involved in the event might contravene University policy or the law
  - is the speaker in the speaker a celebrity, an MP or in the public eye
  - is the event likely to draw a protest?
- Your external speaker notification might be referred to the University



## Booking a room on campus

**Society exec members** can request a room by completing this form:  
[Clubs and societies room booking form - Forms - University of Essex](#)

**You can book rooms for next term from 3rd September.**

Please give at least **5 working days' notice** of your event. This is to give our team and the Room Bookings team enough time to process the request. If it is submitted with less notice, we cannot guarantee it will be processed and approved on time.



## Room booking availability

Rooms are allocated on a **first come, first served** basis and may not always be available. During exams or graduation, many rooms are already booked out.

**Weekday bookings:** between **6pm – 11pm** (excluding Ivor Crewe Lecture Halls, the Senate Room, or EBS)

**Weekend bookings:** between **9am – 11pm** (your booking will either be in LTB or a room off SQ3 and SQ4)



## Non-standard room bookings

Some rooms are not typically booked out to societies, such as the Ivor Crewe. If you wish to book this space for a **large-scale event**, please let us know with as much notice as possible.

If you wish to book the Ivor Crewe, we will ask that you come in for a planning meeting with us. Room Bookings team require more information to book this space, and there may be costs incurred such as:

- Lectern removal
- Seat retraction
- Additional Sound tech
- **Staffing** and security



## Booking the Atrium



Societies may request to book the Atrium using the [Events Booking Form](#)

This is bookable **every day** from **9am – 11pm**

The Atrium is a popular venue for SU events and gets booked up quickly. We cannot guarantee that it will be available on the date of your request – please give as much notice as possible!



## Booking an event on campus grounds

- How to book to use the BBQ area
- How to book a table on Square 3
- Booking for a more complex outdoor event
- How to do a protest/demonstration



## How to book to use the BBQ

To book the BBQ area by the lakes, an **exec member** must complete this form: [Book a lakeside BBQ spot](#)

Once complete, it must be sent to the Estates team ([ems-helpdesk@essex.ac.uk](mailto:ems-helpdesk@essex.ac.uk)) with at least **3 working days'** notice.

- **25 May – 30 September:** 12.00-5.00pm **or** 6.00-10.00pm
- **01 October – 24 May:** 12.00-5.00pm

If you wish to book the tables by the lakes for your event, but not use the BBQ, you still use this form.

For more information on BBQs, please follow this link:  
<https://www.essex.ac.uk/student/event/barbecues>



## How to book a table on square 3



- Societies can book to have a table on square 3 by an **exec** filling in the [Events Booking Form](#).
- Tables can be booked any weekday **except Thursdays** (Market day).
- The stall must be **booked and run by exec members** of the society.
- Once your table booking has been approved, please report to SU reception on the day of your stall.



## Booking for a more complex outdoor events

- If you are doing something outside on campus (especially if it involves music, electricity, food & drink or just something a bit more out of the ordinary), then you will need to fill in an Event Permission form. We advise you speak to us first to help you plan it.
- The Event Permission form is found on the toolkit page: [Societies Toolkit \(essexstudent.com\)](http://essexstudent.com)
- Once this form has been filled in by the exec, you must send it to [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) to be approved and we will also seek approval from the Estates team.
- This process can take some time, and the Estates team ask **that we send them any Event Permission Forms with 3 weeks' notice.**





## Protests/demonstrations

- 1) Share your plans/ideas with the Societies Department who can run you through the process
- 2) To have read and understood the responsibilities as an organiser of a protest as per the [Protest and Demonstration Management Protocol](#)
- 3) Complete the [Protest and Demonstration Notification Form](#) (submit to [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) **5 working days prior to the date of the activity**)
- 4) Protest and Demonstration Operational Group will review the forms and resolve any queries.

You will also need to complete an additional risk assessment for this type of event, we can help guide you on this and the associated risks to mitigate.



## Booking SU venues

- SU bar takeovers
- Top Bar bookings
- Sub Zero/In Between



# Society Takeovers: SU Bar & Top Bar

How to take over your student venues (FOR FREE)

TOP BAR  
SU BAR



## How can we help you create the event of your dreams?

### Just tell us!

- Do you want a DJ?
- Do you want to create your own playlist?
- Do you want decoration?
- Are there specific cocktails you'd like available?

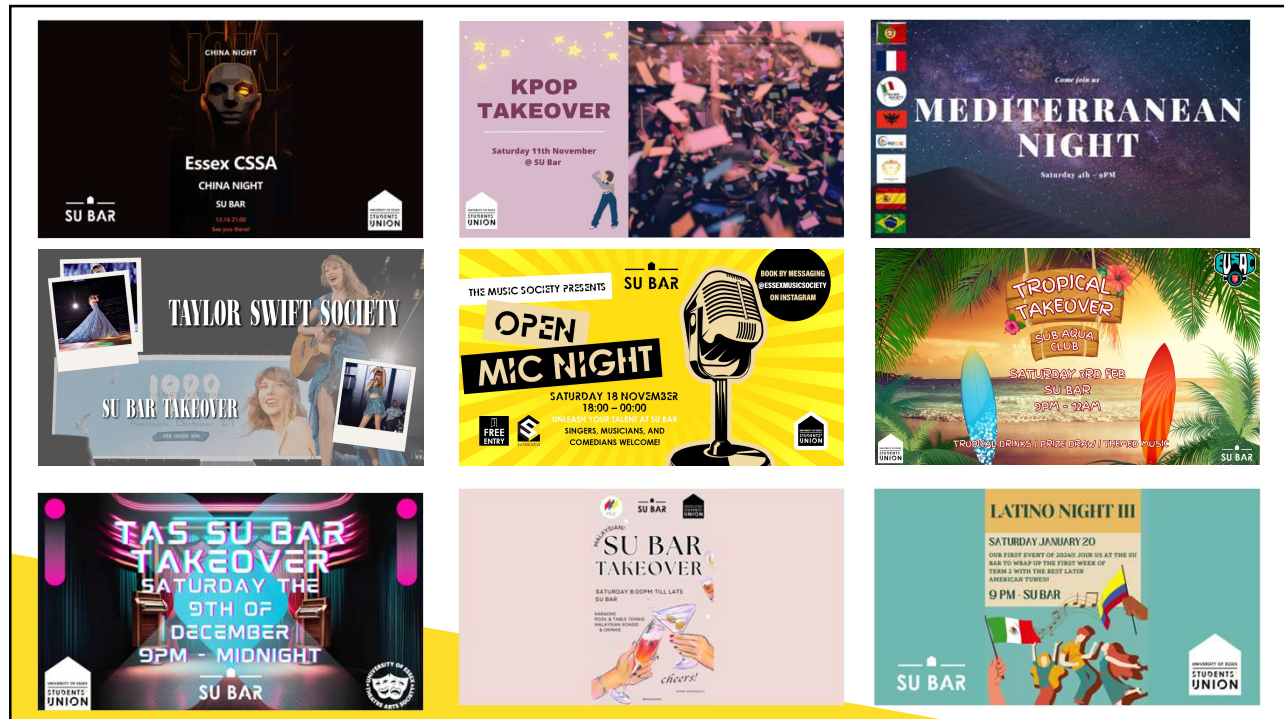
### What did we do last year?

- We've found a DJ for the night (£200 cost to the society)
- We've decorated the venue
- Renamed the cocktails to Taylor Swift songs
- Ordered in specific alcohols we don't usually stock
- Moved cocktails from Top Bar down to the SU Bar
- Put karaoke on for the night

TOP BAR

SU BAR





## How do I Book?

### What will we want from you?

- Once you've filled in the form, we'll be in touch to confirm your date
- We'll request artwork from you and an event description
- On the day of your event, head to the bar and ask for the manager on duty and we'll get your event going for you!



Scan the QR code and fill in the type form!

TOP BAR

SU BAR



# How To Pre-order Pizza U For Your Society events



## Option 1

1. Email [subarsandcafe@essex.ac.uk](mailto:subarsandcafe@essex.ac.uk) with your order (we need at least 3 days to pass it onto the team)
2. We then check with the society team whether you have enough funds and give finance the heads up (if you CC in the societies department, this process will be quicker)
3. We then process it in the bar as a society charge and the receipt goes to the finance team
4. The finance team will then transfer the money out of your account to pay for the pizzas

## Option 2

1. Head to the SU Bar with your pizza order ready to be placed
2. Place your order and an exec pays for it
3. Claim it back through your Expenses account



# Lakeside Theatre

Societies can request to book Lakeside Theatre. This is a good venue if you are putting on a show or a talent showcase etc, something for a large audience that requires a stage or tech support.

To enquire about availability and get a quote, please follow this link and fill out the venue hire enquiry form [Venue hire enquiries | Lakeside Theatre](#)

There are costs attached to booking this venue, as it will require front of house staffing and technical staffing.



## Events off campus



You may wish to host events that are not on campus, such as visiting other universities, attending conferences or competitions or visiting external venues.

If you want any support in planning this, let us know. We can support in various ways:

- Helping you to book group train tickets/accommodation/coaches etc.
- Helping you claim back mileage expenses
- Setting up online tickets, even if the event is off campus



## Food and drink at events

### Food:

- If you wish to have **homemade** food at your event, you will need to have at least a Level 2 Food Hygiene Certificate and provide a copy of this to us before you hold your event. Follow this link to register your interest in completing this course <https://essexsu.typeform.com/to/GudabCmg> Once completed, we will send you an access code to complete the course (one food hygiene certificate free for every society).
  - If you are unsure if your society has a certificate, send us an email.
- All homemade and shop bought food items **must** be labelled with their ingredients, any possible allergens and if they are vegetarian, vegan or gluten free items (Natasha's Law.)
- You must provide us with a risk assessment/general risk assessment which includes food related risks and mitigations.



## Food and drink at events

### Food:

If you wish to bring an external caterer to your event, we require certain documentation from the company before they can come on campus to serve food:

1. Copy of the Food Hygiene Certificate
2. Copy of their Public Liability Insurance (at least £5million)
3. Copy of their own risk assessment

Once you obtain these documents, you must send them to our team to review. Leave yourself enough time to get these documents and have them checked by us.



## Food and drink at events

### Drink:

- Alcoholic drinks are not permitted in any of the rooms on campus. If you are found to have consumed alcohol in the rooms, you will be in breach of the Room Bookings agreement and may not be allowed to book rooms in future.
- Alcohol can be consumed in the SU Bar and Top Bar, however these are licensed venues and so you are not permitted to bring in your own alcohol, you must purchase it from these venues.
- Alcohol purchased in one of our licensed venues cannot be brought to another room on campus.



## Borrowing items for events

There may be equipment that we can lend you to support your events:

- Hot water urns so you can serve hot drinks
- Paints and brushes
- Spin wheel
- Board games
- Tablecloths
- Battery tea lights (no real candles allowed)

Email [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) to request to borrow something



## Showing film and TV at events

The rooms on campus are not licensed for showing films and TV shows. If you wish to show something, we have to ensure you are covered by a license.

Dos	Don'ts
<ul style="list-style-type: none"> <li>•Tell us what film you wish to watch and we can get you a quote for a single title license. This must be shown using a <u>physical copy</u> of the film. Licenses start at about £87.</li> <li>•You can show films/shows that are available for free on YouTube.</li> <li>•You can show films/shows that are available for free on catchup services like ITVX and All4.</li> <li>•Any sports matches through Sky Sports or TNT Sport can be shown in SU Bar. You can enquire about streaming specific matches – please check what has already been scheduled.</li> </ul>	<ul style="list-style-type: none"> <li>•You cannot show films/shows on streaming subscription services such as Netflix or Amazon Prime. This breaches their terms and conditions as this is for personal viewing only.</li> <li>•You cannot show films/shows on BBC iPlayer, as we are not covered to do so by a TV license.</li> </ul>





## Promoting your events

One of the most effective ways of promoting your event is to add it to What's On page of the SU website.



You need to add the following information:

- Name
- Dates
- Short description
- Location
- Always tick society event- ignore all other options
- Image
- Event description

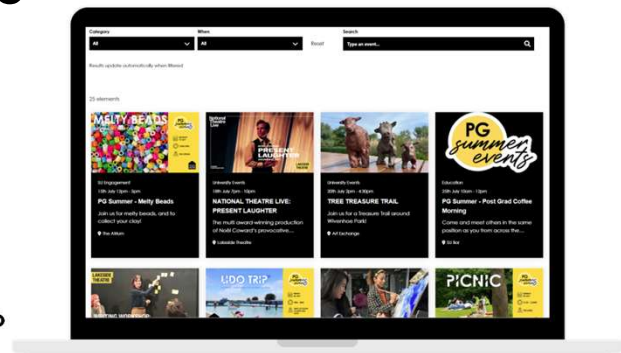
For tickets, complete the Ticket request form:

<https://essexsu.typeform.com/to/hxZtqlmH>



## Why add to the SU website?

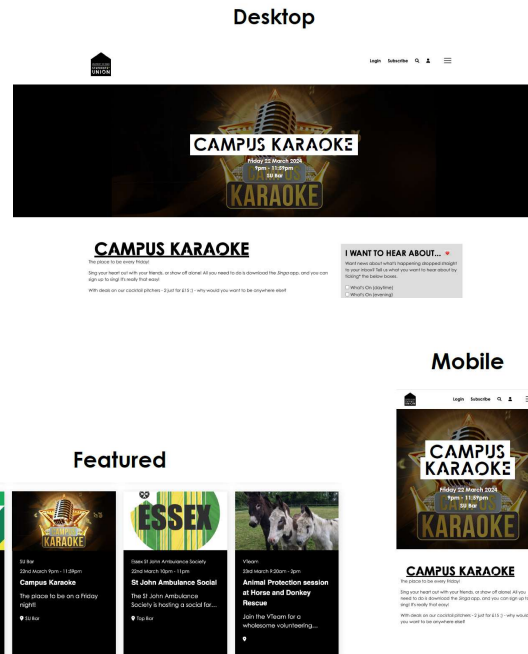
- What's On page is always in top 5 viewed pages
- Best platform for getting seen by the most students
- Staff browse this page to find events to help promote





## Event images

- 2000px wide x 500px tall
- Best practice is to make sure the most important part of your image is centered
- Event information doesn't need to be in the image as it is displayed underneath the image on all views



## How to add events

### Admin tools

[Go to home page](#)

<b>Edit Details</b> Edit logo, description and contact details	<b>Events</b> Create and manage events	<b>Groups</b> Create and delete roles and mailing lists	<b>Members</b> View members
<b>Messages</b> Send emails to members	<b>News</b> Create and edit news articles	<b>Polls</b> Create, edit, and view poll results	<b>Resources</b> Provide downloadable resources
<b>Sales Reports</b> View membership, products and ticket sales	<b>Signups</b> Create and manage signups	<b>Website pages</b> Add and edit website pages	

## Events

+ Add new event.

There are no events for this date range and/or filter.

### Search and Filter List

**Name**

Enter part or all of an event name to filter the list.

**Dates \***

28/08/2025 → 28/09/2025

Search for events taking place in the selected date range.

Find Events

## Add Event

Back to event list

Details

**Event name \***

**Date and time \***

dd/MM/yyyy HH:mm → dd/MM/yyyy HH:mm

**Show on all days**

☐ If checked, the event will be included on lists and calendars for each day it's running. Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

**Repeat Event**

☐ Repeat for 1 Weeks

**Tagline / short description**

0/250

**Location**

## Trigger warnings

- You may wish to debate or discuss important topics at events that could be distressing or upsetting for people. In this scenario, we advise you include trigger warnings.
- Trigger warnings can be included in your What's On event description and they can also be given at the start of the event.
- We would encourage the welfare officer to attend these types of events and be available if people need signposting to additional support on campus.
- We have also put together a support slide that we can share with you to display at the start or end of your event (see next slide)



If you have been affected by anything discussed during this event, the following support is available:

**The Student Wellbeing and Inclusivity Service (SWIS)**

Wellbeing@essex.ac.uk | 01206 873133

**SU Advice**

SUAdvice@essex.ac.uk | 01206 863211

If out of hours service is required:

**Student Wellbeing Support Line:** A 24/7 phone line for students, provided by Health Assured. The number is 0800 028 3766.

**SHOUT:** A free, confidential text service available 24/7. Text "SHOUT" to 85258.

**Student Space/Student Minds:** Online support resources offering advice and information on a range of topics.  
www.studentspace.org.uk



## Funding your events

- Before you plan an event, make sure you have an estimated cost and that the President and Treasurer are in agreement that there are sufficient funds available and the money can be used for this purpose.
- If you are relying on selling tickets to cover the event costs, make sure to gauge interest from your members before you start making purchases – you may sell fewer tickets than you anticipate.
- You cannot use expected income to buy things, wait until you have sold sufficient tickets in order to make your purchase, or claim back this cost.
- All web sales are processed at the end of each month – for example any money made from tickets at an event on the 6th October wouldn't be processed and accessible to view in your account until the start of November.



## Ticketing your events

- The Societies team can create tickets that can be added to your event online and purchased by students. The income from ticket sales goes straight into your society account at the end of each month.
- We can add requirements on tickets, for example if it is a members only event, we can set a ticket requirement so only members can buy them.
- To request tickets to be added to your event, please fill in this form [Society Ticket Request Current \(typeform.com\)](https://typeform.com/Society-Ticket-Request-Current)
- Be mindful that 20% VAT will be taken off any ticket income, which is handled by our Finance team.
- Do not use third-party sites to sell tickets (e.g. Eventbrite or Fatsoma). They will very likely take a cut and you will be liable for ensuring you follow VAT laws yourselves.



## Card machines

- If you wish to charge a ticket on the door, or if you are selling items at your event, you can request to book a card machine.
- We have different card machines for if you are raising money for your society and for when you are fundraising for an external charity.
- Card machines are popular and will be booked on a first come, first served basis.
- [Card-Machine-Hire-form-new.docx \(live.com\)](#) Fill in the form and send it to [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) with 1 weeks' notice to book a card machine.



## Collaborations

- We strongly encourage you to collaborate with other societies. It is a nice way to do events you may not have considered doing before, meet new people, reach new audiences and share resources/funding to put on a bigger event
- If you are a departmental society, you can also reach out to your department to see if they will collaborate on an event with you. This is a good way to get their expertise, and departments can often help with promoting events or supporting with some funding (such as supplying snacks)



## Examples



### JAMNESTY

Music society & Amnesty International collaborated to provide a night of live performances to fundraise for Amnesty International, raising £450.



### UKRAINIAN SOCIETY

Commemorated 2 years since the invasion of Ukraine by organising a series of talks from external speakers to discuss the War in Ukraine from a human rights lens.



### RANGTARA BALL

Hindu and Indian Societies collaborated to celebrate Diwali by having an event in Ivor Crewe with dance, music, and traditions that made everyone feel at home



## How we can help promote your events

- Email [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) to request that we promote it as a story on the Societies Instagram (**@socsessex**). Please include an image or any information you want us to include.
- Marketing run the general Essex Student's Union Instagram. You can tag **@essexsu** in your stories that promote events and Marketing may repost your story.
- To be featured on the @essexsu Instagram or on the digital screens, email your request to [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) with **at least 1 months' notice**. We will pass this onto the Marketing team who will provide support dependent on relevancy and staff capacity.



## Communities Market

- New fundraising opportunity for Clubs & Societies
- A "Thursday Market" run by students for students
- SU will provide gazebos, tables, power access, card machines, etc.



Fun Times!

## Communities Market - Logistics

- Dates: Nov 04 & Dec 02 (Tuesdays)
- 10 – 12 stalls in Square 3
- Funding may be available upon request
- Application Deadline: Oct14
- <https://essexsu.typeform.com/to/YOdB9LIK>



Fun Times!



## SU Socials Opportunities

Mixer	Date	Time	Location
Middle Eastern	Wed 1st Oct	17:00-19:00	The In Between
Central Asian	Thurs 2nd Oct	17:00-19:00	The In Between
African	Sat 4th Oct	17:00-19:00	The Atrium
European	Sun 5th Oct	17:00-19:00	The Atrium
North American	Mon 6th Oct	17:00-19:00	The In Between
South Asian	Tues 7th Oct	17:00-19:00	The In Between
Latin American	Tues 7th Oct	19:00-21:00	The In Between
International	Wed 8th Oct	18:00-20:00	Sub Zero

We would love your input into any of the relevant socials that are happening over welcome fortnight. Please get in touch with [suengagement@essex.ac.uk](mailto:suengagement@essex.ac.uk) if you would like to support any of the socials events in person, and/or input ideas for playlists, snacks or activities to do at the mixers.

The socials are a great opportunity to meet potential members, or go along and meet new people yourselves.



## Black History Month

- The SU Engagement Team are in the process of planning Black History Month and would love to know if there are any events you would love to see or if you are planning any and would like support or help to promote.

Please do get in touch with [suengagement@essex.ac.uk](mailto:suengagement@essex.ac.uk)







## Fresher's Fair

**Friday 3rd October 12-4pm**

- Every Society is allocated a stall
- Please arrive from 10am to set up your stall
- You can have any sort of activity, give out freebies, leaflets, stickers, sweets, but not allowed to sell items/make profit out of it.
- We ask at the end of the event you bring your table back, otherwise there will be a £20 fine to your Society fund.
- Have fun and make your stall as engaging as possible!



## Q&A

We now have time for some questions.

If your question is very specific to your society, please email us or come see us in **the Communities Hub (back of Reception sq4)**

These slides will be sent out after the meeting



**Thank you!**

