

Hallam University Event Guidance

Planning an event is a great way to engage new members, showcase your society, and bring people together. To make your event as successful as possible you should follow the guidance below. *Please note this document is solely for events taking place on Hallam University grounds which require a booking of a public space or large university room. For any events that do not fit into this category please refer to the [Event Guidance](#) document on the Committee Portal.*

The societies team aim to support your society activity however there are some limitations to our booking abilities, we can help you book:

- Rooms in the Student Union building
- Classrooms at City and Collegiate campus
- Lecture Theatres

If you would like to use a larger space on university grounds, examples include Heartspace Atrium, Hallam Hall and Hall View, you must seek approval from the university events team this is also the case for promotional stalls on university grounds.

Before you begin planning your event here are some things you should consider:

- Do you have enough time to plan the event?
- What is the purpose of your event?
- When and where would you like your event to be held?
- What equipment do you need?
- How many people are you expecting to attend?
- Is your event inclusive and accessible?
- How will you promote your event?
- How will you make your event safe?
- What is your venue capacity?
- Will your event have a guest speaker?
- What are the costs of your event?

Letting us know and Paperwork

Every society event begins with paperwork. You must submit the relevant paperwork **at least 4 weeks prior to your event** and wait for approval from the Student Groups team before advertising and selling tickets to your members. *Failure to do so will result in the event not being recognised and supported as an official society event and will leave the organiser personally liable for costs.*

If you are planning an event and would like to discuss your ideas with a member of the team you can attend one of our [Event Planning Surgeries](#), in which either a member of the societies or events team can assist you and answer event related questions.

Event Proposal

The Event Proposal form gives the SU an overview of what you have planned and enables us to support you further. An Event Proposal Form can be found on the [Committee Portal on the Events and Trips page](#).

Risk Assessment

At the start of the year, you will have completed a Risk Assessment for your regular activities. You will need to complete a separate Risk Assessment for any event that is additional or different to your regular activities. The Risk Assessment template can be found on the [Committee Portal on the Health and Safety page](#), this also includes guidance and an example for you to get started.

Hallam University Proposal from

This form is for the university events team to use to book your requested space and to sign off the event.

Please provide as much detail as possible to avoid delay in the approval process, do not advertise or purchase anything for your event until you gain approval from the university's events team.

You should have alternative dates in mind in case your first choice is not available.

The Hallam University Events form can be found on the [Committee Portal on the Events and Trips page](#).

Email activitiesadmin@shu.ac.uk with all your paperwork and a member of our team will contact the universities events team on your behalf.

Guest Speakers

If your event includes a guest speaker the event organiser of the event will need to complete a Guest Speaker Form. The form must be completed and submitted for approval for any event involving an external speaker at least 3 weeks (15 clear working days) prior to the proposed scheduled date of event. A guest speaker is used to describe any individual or organisation who is not a student or employee of Sheffield Hallam University or its Students' Union and is invited to provide an opinion, exhibit, perform or speak publicly, at the invitation of the Students' Union (i.e. Officer, Trustee, Representative, Committee, Society or employee) at an in-person or online event, meeting or organised activity. You should not invite the external speaker, nor confirm the event/activity booking, until you have received full and final approval from the Students' Union.

Catering

Any food that is served in university buildings must be provided by the university catering team. If you would like catering, please outline this in your proposal form and the societies team can help you further.

Events Register

Once your event has been approved it will be added to the events register for university staff and security to view.