

## **Event Booking and Setup Procedure**

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### **1. Purpose**

The University recognizes that the significant number of campus planned and unplanned events at its campuses require resourcing for set up, monitoring and takedown. If not managed appropriately, the fixed resources allocated to support University events can be overwhelmed. To ensure the University's resources are efficiently utilized, and events to be carried out successfully, a procedure is required to manage the booking and use of resources that support campus events.

### **2. Scope**

This procedure applies to Estates **Maintenance and Facilities Staff (Electrician, Plumbers, Carpenters, Facilities Officer, Porters, and Fleet Assistant)** who have been assigned job cards to assist in a University event setup. **Examples for Calendared Events – Refer the Published Calendar for Open Day, Exams, Orientation, etc.**

### **3. Procedure**

**INPUT** – Current Year Calendar and list of **CALENDARED EVENTS**

– Internal Charging Policy 6.33.17

**Step 1:** Using the schedule of planned calendared events, plan the resource allocation requirements based on historical requirements for such events. If the event is a **NON-CALENDERED EVENT**, check that it does not clash with calendared event dates and resource commitments. You may confirm bookings for Non Calendared events where there are no clashes or resource constraints and following agreement on any chargeable services to facilitate the event (like overtime, hiring of equipment and venues, etc.).

**NOTE:** All available resources, within working hours, resource and time constraints can be provided without charge for the event with SMT approval. However, any work outside of normal working hours is chargeable including any additional procured resources (not available to the section like cherry pickers, additional trucks, contractors etc.) is also chargeable to the event organizing section. Refer Internal Charging Policy 6.33.17

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**Step 2:** Contact the event organizers in advance of the event to confirm any pre-event stakeholder meeting dates, working and planning groups appointed to plan for and oversee the event and attending these meetings to confirm key details for the event.

**Step 3:** Following any meetings or confirmations from the organizers (emails/phone etc.) to confirm the events key details, **start a job card** listing the following (Job cards should be raised one month prior to the event, minimum booking period is one week);

- Job Card Details:
  - ✓ Date of Event
  - ✓ Venue
  - ✓ Date of availability/booking of venue for setup and removal of furniture after the event.
  - ✓ The number of chairs, tables, other furniture and set up requirements such as marketing materials (posters, banners,) screens, tents as well as requirements for pot plants etc.
  - ✓ Contact person for the event
  - ✓ Back Generator/Power requirements requirement
  - ✓ Any electrical, plumbing or carpentry requirement
  - ✓ **Chargeable Items** – List the items that will attract charges.

**Step 4:** Based on the Job Card requirements – Facilities team facilitate the event and Coordinate with the events coordinator for the setup on-site – access to the venue, seating arrangements, and other venue requirements.

**Step 5:** After the event, transport all furniture's back to the storage site.

**Step 6:** Request the client to sign off the job card.

**OUT PUTS** – Closed Job Card.

#### **4. Responsibility**

<b>Estates Facilities Staff</b>	–	Facilities Assistant, Porters, Fleet Assistant
<b>Supervisor</b>	–	Facilities Officer
<b>Director E&amp;I</b>	–	Approves SOP

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**5. Definitions**

Calendared Events – planned events as per the University Calendar such as graduation, open day etc.

**6. Reference and Applicable Documents**

Building Maintenance Policy & Procedure

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