



Organising Events

STUDENT LEADERS CONFERENCE 2024

THINK
BIG

 LSE
STUDENTS'
UNION

AGENDA



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01. WHAT IS AN EVENT?
02. OUR EVENTS PROCESSES
03. RISK ASSESSMENTS
04. BUDGETS
05. LOCATIONS
06. LOGISTICS
07. EXTERNAL SPEAKERS
08. SUPPORT FROM STAFF + RELEVANT DEPARTMENTS





What is an event?



What is an event?



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- An event is any activity your group undertakes
- Any activity (that isn't included in your Club's annual RA) is classed as an event and needs to follow our processes



Examples include

- Social activity
- Speaker/panel event
- Restaurant visits
- Day trips within London
- Games nights





Our Events Process



Our Events Process (Part 1)



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STEP 1: PLANNING

Take as much time as you'd like when planning – the longer the better!

Before you submit your event form, you should have:

- A basic budget
- A risk assessment
- An idea of who will be speaking (DO NOT INVITE UNTIL STEP 3)
- What topics will be discussed

STEP 2: EVENT FORM

All event forms must be submitted 10 business days before an event

Upload all info you have from Step 1 in your event form – we can update as planning progresses

Be honest in your event form – who do you plan to invite? What do you plan to speak about? How much will the event cost? Are externals attending?

STEP 3: SU APPROVAL

We will aim to get back to you on all event forms within 5 business days, with approval or feedback

Once you have had your event proposal form approved, you can then invite speakers to talk at your events.

The member of staff who gets back to you will be your staff lead for that event.

Our Events Process (Part 2)



STEP 4: ROOM CONFIRMATION

Approved events are sent to LSE Room Bookings (who get back to you in 1-3 days), or your staff lead books a space in SAW.

If an external event, it is down to you to confirm your space and arrange payments with your staff lead.

STEP 5: LOGISTICS/PREP

This step may include:

- Arranging AV/portering requests
- Ordering catering
- Finalising payments
- Selling tickets on Native
- Promoting the event
- Liaising with Security
- Inviting and confirming speakers, and academic chair if necessary

STEP 6: LAST BITS/EVENT HAPPENS

All events have last minute things to sort, you might need to spend the day of the event doing:

- Decorating
- Tech run-throughs

There's a lot to get through to get here, so it's imperative to give the SU as much notice as possible!



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Risk Assessments



Risk Assessments



- Needed for all one-off events
- One RA needed for repeated sessions
- Must be approved by a member of staff
- Templates available on the LSESU website

TOP TIP:

Feel free to build on existing risk assessments throughout the year – it's better to have one great one than many insufficient ones!

Electrical hazards

Attendee welfare

Controversial
topics
covered by
speakers

Allergic reactions

Crowd control

Heavy lifting

Things to include

Online safety

Fire hazards

Trips and slips

Lighting and
sound levels

Physical injury

Food hygiene

Alcohol consumption

Mitigating Risks



An important part of your RA is to show how you plan to mitigate risks.

Risk Mitigation is the practice of reducing the impact of potential risks by developing a plan to manage, eliminate, or limit setbacks as much as possible.

If you have any questions about this part of the RA – reach out to staff!

Fire hazards	→	Keep fire doors closed / ensure all wiring is safely stored / report unsafe equipment / extinguisher
Allergic reactions	→	Show allergen information for all food / request dietary requirements before event
External speaker controversy	→	Research speaker in advance / academic chair / meet with SU and security / content warnings
Physical injury	→	Adequate warm-ups / regular breaks / first aider nearby / first aid kit



Budgeting



Budget 101



Budgets are needed for any event that:

- Costs over £500
- Costs over 50% of your club or society budget

Don't worry if you initially have to submit an estimated budget at first.

Budgets are an **ACTIVE DOCUMENT** and should be changed as planning your event progresses

Examples of outgoing expenses to include in your budget:

- Venue hire
- Audio/Video (AV) hire, e.g. DJs
- Catering
- Security or stewarding fees
- Speaker fees
- Transport
- Decorations
- Printing
- Promotional material

Examples of income to include in your budget:

- Ticketing income
- Sponsorship
- Funding from SU (not guaranteed so don't rely on this!)



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Have a list of what needs
paying/what has been paid, as
well as your budget

If your event is a collaboration,
work out which group is financially
responsible/leading

Budget Top Tips

Always consider paid
ticketing, even £1
tickets can give you a
decent income!

Don't drain your account on one event

Always have an
agreement with a
speaker regarding the
amount you are willing
to contribute to their
transport/hotel

Try to ensure you leave enough money
for next year's committee to be able
to do the events that you've done this
year!





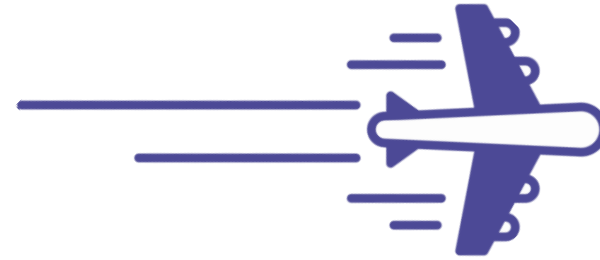
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Event Locations



Event Locations



LSESU

- Activities Resource Centre (ARC)
- The Three Tuns
- The Venue
- 6th Floor
- 6th Floor Rehearsal Studio
- Weston Rehearsal Studio (Marshall)
- Sports Hall (Marshall)
- Sheffield Street (stalls only)

LSE

- Small classrooms
- Large classrooms
- Lecture Theatres
- Marshall Grand Hall
- Shaw Library



External

- Anywhere in London!

Things to keep in mind:

- Cost
- Reputation of venue
- Accessibility

You will need to arrange external venues yourselves, but the SU will aid you with payments, contracts, etc.

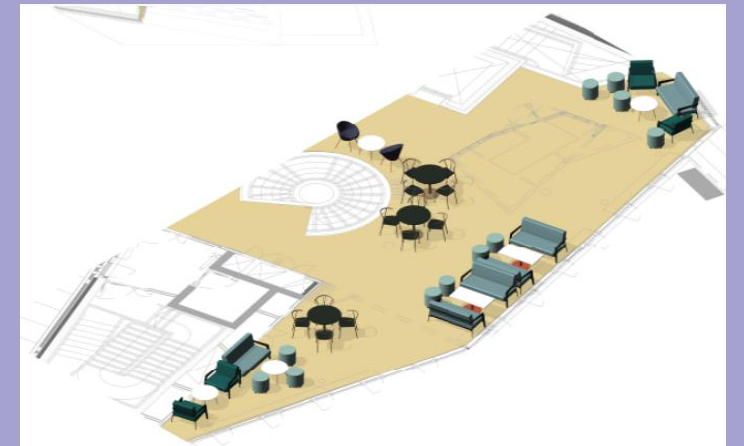
Using LSE/LSESU Spaces



When using LSE/LSESU spaces:

- Please leave the spaces in the same layout and condition as you found them
- Keep all furniture/equipment in the room as it may be needed for teaching
- Make sure the building reception team know who is attending your event

This is how the 6th Floor in SAW should be left, for example:

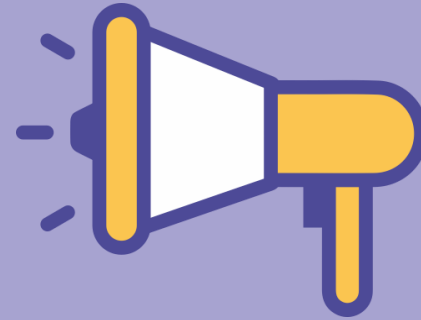




Logistics



AUDIO/VISUAL (AV)



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LSE Spaces

- Microphones – handheld, lapel etc
- Wires – HDMI cables etc
- Speakers
- Out-of-hours technicians (usually for evening or weekend events, this can come to a cost of £100+)

The DTS team require around 5-10 business days notice for all events.

LSESU (SAW and SU Space in Marshall)

- Microphones – handheld, lapel etc
- Wires – HDMI cables etc
- Speakers
- AV technician (our technicians cost per hour, depending on what you require)

We require at least 10 business days for any orders.

CATERING



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LSE Spaces

Most spaces on campus are licensed, meaning you will need to use LSE catering there.

The LSE Catering team need at least 10 business days for most orders (any requiring food, alcohol etc).

Once you have a room confirmed, send your order to your staff lead, and they can order that for you.

The menu can be found here:

info.lse.ac.uk/staff/services/catering/order-catering

LSESU (SAW and SU Space in Marshall)

If you require catering in and LSESU space, please let your staff lead know, and they can let you know what your options are.

The Events Team at LSESU will also need around 10 business days notice for any orders.

SECURITY



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Security might be needed for these events:

- High profile speakers
- Controversial speakers
- Events likely to cause protest
- Large events on campus with 100s attendees

There may be a cost if numerous security personnel are needed



Your staff lead will let you know if you require security, and will put you in touch with the Head of Security to make arrangements.

Don't worry if this happens – it's just to ensure the safety of the event and the Security team love to help out our groups.



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External Speakers



BEFORE INVITING A SPEAKER



You must submit an event proposal form, and have approval from staff BEFORE you can invite them to your events.

Any groups who have invited a speaker without approval will face disciplinary measures (which may lead to activity ban or disbandment)

Staff do background checks on all speakers, so include on your event form:

- Anything controversial they have done/said in the past
- What topics you want them to speak about

Things to think about before inviting speakers:

- Why are you inviting this person?
- Consider any repercussions that might occur after this event.
- Do you have a good reason for inviting this person?



ACADEMIC CHAIRS



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An academic chair is required at any event on LSE Campus that's:

- **Events open to the public** (including students from other universities and alumni)

And/or

- Your speaker is high-profile, or could require extra security considerations
- The topics you're discussing could attract strongly differing views

Academic chairs must be a **full-time member of academic staff**. It is your responsibility to arrange a chair.

The academic chair must:

- Be on stage/where the speakers will be sat
- Lead the conversation and debate





Staff Support





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Advice on budgets

Update your event form and
let relevant people know of
any changes

Put you in touch with teams at LSE
(Security, DTS, Room Bookings)

How can your staff lead help?

Attend the event (usually if high-
risk), to ensure it runs smoothly

Meet with you 1-1 to discuss organising, logistics

Expertise on risks associated with
most events (chances are we've
helped with similar events before)!

Generally offer you top-tips and
advice on event planning and
management





Any changes to your
external speakers/who
you want to invite

Timely requests for
payments to be made

All spaces to be left
in the condition that
you found them in

What your staff lead needs from you

Updates to
your budget

Regular updates with
any changes to your
event details

Adequate notice for
AV/Catering/Furniture
requests

Necessary changes to risk
assessment (if needed)



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Any questions?





LSE Volunteer Centre



Give us your feedback!

Please scan the QR Code to let us know how you found this session/the day.





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Next Sessions

Health and Safety

(All Committee)

Venue and Mezzanine

15:00 – 16:00

Flagship Events

*(compulsory for any student group
planning a flagship event)*

6th Floor Café

15:00 – 16:00

