



Club Event/Activity Event Brief

Event details

Club Name:

Name of Event:

Type of Event:

Date of Event:

Time of Event: from _____ to _____

Purpose of Event *please outline the purpose of this event, who the target audience is, if the event aligns with other VU events or special celebrations such as International Womens Day, Mental Health Week, National Disability awareness day etc.*

Location of Event:

- On Campus-** if you require a room booking please attach the Room Booking form to this request. Please refer to the T&C outlined in the Room Booking Request forms.
- Off Campus-** Please refer to the *Clubs Off Campus Event Procedure* and attach the relevant information to this form.

Risk Assessment and Accessibility-Prior to Event

-Please fill in the Hazard identification & Control Form and attach it to this form

Who is invited to this event?

- Internal: Club Members VU students VU Staff
- External: Students from other Universities General Public



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How many attendees to you expect to attend? Please advise of the maximum number:

**Note in some cases an on campus event, running after business hours may attract fees and charges for extra security services
Not required for Ofest or Clubs Fest Activities*

Will there be a charge for attendees?

Club members should always receive a discounted price or free entry to club events. Non-members should pay cost price.

Yes (see below) No

How much will club members be charged?

How much will non-members be charged?

How will attendees be notified of the event (tick all that apply)?

- Event registration sign up link (required-copy and paste link here) Email Club social media page
 VU Student Life Facebook page Poster on campus

Are any external guest speakers presenting at this event?

Yes (see below) No

Please provide details of the guest speaker/speakers

Name:

Profession:

Company/Organisation:

Payment: Volunteer Payment in Kind (wine, chocolate, gift vouchers etc) Payment for service

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Will food be served at the event?

Yes No

If **yes**, is the food being provided by a professional catering service (including food purchased at café's, restaurants, take away shops etc)

Yes No-answer question below

Does the person/s making the food have food handler's certificate?

Yes -please provide a copy of to the clubs officer

No-food can only be made by a person who has a food handler's certificate. This must be completed prior to the food preparation. Please complete the online course (free) at dofoodsafely and provide this to the clubs officer.

***Note, food and beverages cannot be prepared or consumed in VU rooms inclusive of Lecture theatres, tutorial rooms and pc labs. Food and drinks (apart from water) should be consumed in the VU common areas such as cafeterias, outside areas and foyer areas. If food and beverages are consumes in the room, a cleaning fee of min \$120 will apply.**

Will Alcohol be served at the event?

Yes —read requirement below No

There are strict laws for the consumption and service of alcohol as well as Victoria University policy and procedures in regards to student's consumption of alcohol during a VU related activity. You can find more information by following this link [Student Alcohol and other Drugs Policy and Procedure](#). You must obtain permission from the Clubs Officer if you wish for alcohol to be a part of your event/activity. This will be done via this event brief required to be handed in 2 week prior to the activity occurring.

Club executives who distribute free alcohol at their event must have a valid Responsible Service of Alcohol certificate and must abide by all laws relating to the serving of Alcohol. Copies of these certificate must be emailed along with this form.

If the Club is selling alcohol directly or indirectly (for example, free as part of a membership payment or entry payment to activity) to the event attendees, the necessary licenses are required to be obtained. This process can take a few months to be approved. Please consult with your Clubs Officer.



Club Event / Activity Planning Tool

Budget

Budget Table

List of Expenses	Cost	Quote obtained and attached

Income

Income Type	Amount
	Total: