Event Proposer

Seek funding approval to hold your event from an appropriate Event budget holder

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Event Proposer

Consider Event planning Lead times

Complete the Event Proposal Form

Tip: Funding for your event

Approach the most appropriate source for funding for your proposed event:

- Major All College Event – **Director of College Services**
- All College Research Event - **Dean (Research)**
- All College Teaching Event - **Dean (Education)**
- Discipline Research-related Event – **Research Leads**
- Discipline Teaching-related Event – **Teaching Program Directors (TPDs)**

Research centre funds and Consulting funds can also be used for university events.

Budget-holders must give you an **account code** to use for allocation of expenditure e.g. 123.45678

Marcomms Partner & Exec Officer

Will review, agree and advise what support is needed & who will provide it.

May be individual or team

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Marketing & Comms Partner

Organise for the production of any required communications material

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Support Officer / Support team

Will contact the Event proposer to establish, coordinate and manage requirements for the event

Tip: Support for your event

Support might be allocated to one person or a team including:

- College **Marketing and Communications Partner**
- College **Digital Content Producer** (communications material)
- College **Alumni and Advancement Partner** (events targeting or including alumni)
- University **Event Coordinators** (shared resource, major external-facing events only)
- College **Executive Officer**
- Operations Team **Support Officers**

Event Proposer

- Confirm budget with budget-holder
- Coordinate event
- Coordinate Academic colleague involvement, as required
- Source Invitation list
- Approve communication materials
- Complete Risk Assessment
- Agree expenditure within budget
- Is responsible person at the event

Support Officer / Team

- May be an individual or a team
- Coordinate professional staff support as required
- Organise planning meetings, if required
- Book venues and catering
- Coordinate other requirements e.g. Liquor License
- Organise equipment as required
- Provide support at event, if required

Note: Executive Education, WIL, Industry Project & Alumni event coordination will be led by the responsible professional teams.

24 Jan 2023