

Societies Sheffield Hallam University Event Guidance

Please note this document is solely for events taking place on Sheffield Hallam University grounds. For any events that do not fit into this category please refer to the [Event Guidance](#) document on the Committee Portal.

*Hallam Students' Union do not have authority to approve all events taking place on university campus and have to seek approval for any booking with the university. **Failure to follow the guidance below can result in security/staff ending your event if the details are incorrect or not provided in the correct way.***

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

- Do you have enough time to plan the event? University bookings require a minimum of 4 weeks' notice and HSU cannot change this.
- 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?

Initial 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 any costs or issues.*

[The committee portal](#) outlines the process for planning an event and we recommend societies review this in full before you begin!

Event Proposal

The HSU Event Proposal form gives the SU an overview of what you have planned and enables us to support you further. The HSU Event Proposal Form can be found [here](#).

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.

External Speaker Form

Any External Speaker coming on to campus to talk to your society must go through our external speaker process and be approved before your event is advertised. Guidance on External Speakers (including who counts as an external speaker) can be found on the [committee portal here](#)).

Hallam University Proposal form

The Universities Event Form is compulsory to get any large or public event booked in with the university; including getting space requested, and overall approval of the event. *After completing the HSU Event Proposal, you will be notified to complete this form if necessary.*

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](#).

Please send this form back to activitiesadmin@shu.ac.uk along with your risk assessment – the team will send this to the university on your behalf. **Please do not send this directly to the university.**

Booking Spaces

Societies are all given access (Presidents and Secretaries) to [resource booker](#) where a Society specific tab (Student Society Members – Rooms) is available for societies to book their own spaces for regular activity. **The Societies team are unable to book any other classrooms for societies to use outside of the allocated spaces/times.**

The maximum capacity for these rooms is 70. If you are looking for a space larger than this or to book a lecture theatre, we require you to complete a HSU Event Proposal form so we can request a larger space with the university once you've had your event approved. The societies team will need to have a conversation with you if you require a regular large booking to determine what space is appropriate.

If you would like to use a larger public space on university grounds for a one-off event (examples include Owen Atrium, Hallam Hall, Hall View or a stall anywhere on campus) you must seek approval from the university events team through the University Event Proposal Form.

Catering

Any food that is served in university buildings must be provided by the university catering team. Guidance on university catering can be found [here](#).

Events Register

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