

Events  
@ UniSA:  
A Quick Guide.



## INTRODUCTION

Events are a major public affairs activity for the University and an opportunity to engage our partners, friends, stakeholders, staff and students in the life of the institution. Events are an opportunity to showcase our capabilities, achievements and successes but also to build and further professional relationships.

Events of all sizes and formality are significant projects and require a professional approach to their conduct. Like many things a well organised event can often appear effortless when in fact the reality is something quite different. This guide demonstrates the range of issues to be considered and the resources available from across the University that can assist in making for a successful event.

I hope you find the guide of assistance and thank the Human Resources' Organisational Development team on its development.

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If you have any comments or suggestions for the improvement of this resource please contact [Danielle Mott](#) or [Siobhan Langan](#).

	The Basics	Further information
<p><b>Phase1 Getting Started</b></p>	<p><b>Developing an event management plan</b></p> <p>Planning is the most important part of running a successful event. Develop an event management plan that sets out the reasons for holding your event and identifies all aspects of the event that needs to be organised. Examples of the steps that your event management plan may outline include equipment hire, catering, invitations, budget, interpreters and volunteers. If appropriate, develop your event management plan in conjunction with an organising group/planning committee to identify the steps that you need to plan and implement. See organising group/planning committee.</p> <p>Use these questions to determine your event management plan and identify the purpose and aims of your event. Remember it is always better to pull out of an event than to host a failure. Refer to <a href="#">appendix 1</a> for an example of an event management plan. An example of an <a href="#">events checklist</a> is available from MDU.</p> <p>The UniSA website has a number of event management resources to help you develop your event management plan. Refer to the links in the right hand column for further information on these resources. See research specific events.</p> <p><b>Key questions:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Why</b> is an event being organised?</li> <li>▪ <b>What</b> do we want to achieve?</li> <li>▪ <b>What</b> kind of event should it be?</li> <li>▪ <b>Who</b> is the target audience?</li> <li>▪ <b>Who</b> do we want to attract and educate/influence?</li> <li>▪ <b>When</b> is the event to be held?</li> <li>▪ <b>Where</b> should the event be held?</li> <li>▪ <b>How</b> do I plan for the event?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refer to <a href="#">appendix 1</a> for an example of an event management plan.</li> <li>▪ Facilities Management Unit (FMU) (including FM Assist) forms <a href="http://www.unisa.edu.au/facilities/procedures/forms/csforms.asp">www.unisa.edu.au/facilities/procedures/forms/csforms.asp</a></li> <li>▪ Marketing and Development Unit (MDU) – Events <a href="http://www.unisa.edu.au/mdu/events/default.asp">www.unisa.edu.au/mdu/events/default.asp</a></li> <li>▪ Chancellery event resources <a href="http://www-p.unisa.edu.au/cha/knowngmt/events/default.asp">www-p.unisa.edu.au/cha/knowngmt/events/default.asp</a></li> <li>▪ Example of an events checklist <a href="http://www-p.unisa.edu.au/restoolkit/docs/eventschecklist.pdf">www-p.unisa.edu.au/restoolkit/docs/eventschecklist.pdf</a></li> </ul>
	<p><b>Research specific events</b></p> <p>Research events are a marketing tool for the University, and may be held by research institutes and centres for a variety of reasons. For example to launch a new initiative, project or institute, host an award ceremony, or hold a conference. Research events are also an opportunity for UniSA to raise its research profile and showcase the facilities, staff and achievements of the University.</p> <p>To assist staff in holding a successful Research event, the Marketing and Development Unit (MDU) has developed a <a href="#">Research Marketing Toolkit</a> that incorporates the key principles of event management in the context of the University environment. The toolkit is not designed to be exhaustive, but includes resources, tips and protocols for planning and running a successful event and provides a general framework for research event planning and implementation.</p> <p>For further information regarding organising and marketing research events contact MDU's <a href="#">Marketing Coordinator (Research)</a>.</p>	<ul style="list-style-type: none"> <li>▪ MDU – Research Marketing Toolkit <a href="http://www-p.unisa.edu.au/restoolkit/default.asp">www-p.unisa.edu.au/restoolkit/default.asp</a></li> <li>▪ MDU – Planning and running research events <a href="http://www-p.unisa.edu.au/restoolkit/events/default.asp">www-p.unisa.edu.au/restoolkit/events/default.asp</a></li> <li>▪ MDU – Research events checklist <a href="http://www-p.unisa.edu.au/restoolkit/docs/eventschecklist.pdf">www-p.unisa.edu.au/restoolkit/docs/eventschecklist.pdf</a></li> <li>▪ MDU – Marketing Coordinator (Research) contact details. <a href="http://www.unisa.edu.au/misc/phonebook/search_phone.asp?query=lisa+mcdonald">http://www.unisa.edu.au/misc/phonebook/search_phone.asp?query=lisa+mcdonald</a></li> </ul>

	The Basics	Further information
<p style="text-align: center;"><b>Phase1 Getting Started continued</b></p>	<p><b>Bringing together an organising group/planning committee</b></p> <p>To assist you with developing your event management plan and dividing the planning responsibilities involved, bring together a group of colleagues to form an organising group/planning committee. Examples of the tasks that members of the group/committee can perform include, organising speakers, ordering catering, booking and testing AV equipment and compiling invitation lists.</p> <p>NOTE: regular meetings and communication between members of the organising group/planning committee and the coordinator are essential to the management of a successful event. For high profile events see the <b>Chancellery High Profile Event Guidelines -</b>  <a href="http://www-p.unisa.edu.au/cha/knowngmt/chanc/protocols.asp#5">www-p.unisa.edu.au/cha/knowngmt/chanc/protocols.asp#5</a>. High profile event protocol and/or contact staff from the <a href="#">MDU</a>.</p>	<ul style="list-style-type: none"> <li>▪ MDU – Events and Activities, Development Officer contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=ian.forster">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=ian.forster</a></li> <li>▪ Refer to <a href="#">appendix 1</a> for an example of an event management plan and the tasks delegated to members of a planning committee/organising group.</li> </ul>
	<p><b>Exploring protocols</b></p> <p>If you are organising a high profile event that involves the Vice Chancellor, State or Federal Government Ministers or an organisation who is a major partner of UniSA you will need to follow correct protocol.</p> <p>All approaches to Federal Ministers need to go through the Vice Chancellor's Office and protocols exist in relation to State Ministers. If you decide to approach a State Minister directly, this should be done through your senior manager and the Vice Chancellor's office should be informed. A few days prior to the event send through an invitation list to your VIP's and confirm who will be greeting them upon arrival. See greeting VIPS.</p> <p>NOTE: There are specific protocols if the Governor or Premier is attending. Contact the Functions Officer at Government House or the Premier's Appointment Secretary for specific information regarding protocols.</p>	<ul style="list-style-type: none"> <li>▪ UniSA protocols <a href="http://www-p.unisa.edu.au/cha/knowngmt/chanc/protocols.asp">www-p.unisa.edu.au/cha/knowngmt/chanc/protocols.asp</a></li> <li>▪ Vice Chancellors Executive Officer contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cox">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cox</a></li> <li>▪ Vice Chancellors Executive Assistant contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=rita.linnane">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=rita.linnane</a></li> <li>▪ Vice chancellors Project and Events Officer contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=juliet.mazzone">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=juliet.mazzone</a></li> </ul>
	<p><b>Setting a budget</b></p> <p>Setting a budget is essential to the running of a successful event. Your event management plan will help you identify many of the costs that you will need to budget for. If you are not aware of your budget, estimate the total cost as a starting point. From this amount you can determine if the event is viable and which areas need to be trimmed.</p> <p>Examples of the costs that you may need to budget for include: venue hire, catering (this can include <a href="#">Fringe Benefit Tax</a> (FBT) for some functions), promotional material, invitation design, printing, staff, AV equipment, additional cleaning, additional security, prizes, decorations (balloons), gift packs, gifts for speakers, photography, video, name tags and banners.</p> <p>To obtain the best possible price contact suppliers and arrange a quote. Many suppliers will match quotes if you find a supplier that you would prefer to use. Refer to <a href="#">appendix 1</a> to assist in developing a budget</p> <p>NOTE: If you are charging fees for your event/conference you <b>should</b> liaise with Finance.</p>	<ul style="list-style-type: none"> <li>▪ Finance forms <a href="http://www.unisa.edu.au/fin/forms/numerical.asp">www.unisa.edu.au/fin/forms/numerical.asp</a></li> <li>▪ FAQs on FBT <a href="http://www.unisa.edu.au/fin/tax/fbt/faqs.asp">http://www.unisa.edu.au/fin/tax/fbt/faqs.asp</a></li> <li>▪ <a href="#">Event management plan</a> (to assist in developing a budget)</li> </ul>

	The Basics	Further information
<p><b>Phase1 Getting Started continued</b></p>	<p>The Finance Unit has templates for event registration and receipt of fees including - Workshop template <a href="http://www.unisa.edu.au/fin/forms/workshoptemplate.doc">www.unisa.edu.au/fin/forms/workshoptemplate.doc</a> Conference registration/invoice <a href="http://www.unisa.edu.au/fin/forms/conferenceregotemplate.rtf">www.unisa.edu.au/fin/forms/conferenceregotemplate.rtf</a> Course registration/invoice <a href="http://www.unisa.edu.au/fin/forms/coursetemplates.doc">www.unisa.edu.au/fin/forms/coursetemplates.doc</a></p>	
	<p><b>Booking a date</b></p> <p>Finding a suitable date and time is not always easy! What may be great for you and the organising group may clash with other major events at the University. Find out what is happening at the University and plan your event accordingly. Refer to the UniSA <a href="#">academic calendar</a> for teaching and university committee dates. If Senior Management is to be involved, avoid clashing with Council meetings, Academic Board or School Board meetings. A <a href="#">calendar of UniSA events</a> can be found on the MDU website. Refer to the links in the right hand column to locate a calendar of university committees and Council Committee meeting dates.</p> <p>Once you have identified a date notify your key guests (and guest speaker if applicable) straight away and place it in their diaries. If this date is not suitable, you may need to consider alternative dates if their attendance is crucial. For example guest speakers.</p> <p>If a member of the Senior Management Group is to be one of the key guests you will need to brief them on their role and what will be expected of them. If the Vice Chancellor (VC) is to be a speaker at the event, you will need to provide him with briefing notes. Speak to the <a href="#">VC's Executive Officer</a> regarding the role of the VC. See protocol and keynote speakers for information on high profile guests.</p> <p>Note: Remember to avoid public holidays, and major events and be mindful of school/uni holidays.</p>	<ul style="list-style-type: none"> <li>▪ Calendar of UniSA events <a href="http://www.unisa.edu.au/news/events.asp">www.unisa.edu.au/news/events.asp</a></li> <li>▪ Academic calendar <a href="http://www.unisa.edu.au/future/study/2012calendar.asp">www.unisa.edu.au/future/study/2012calendar.asp</a></li> <li>▪ List of UniSA university committees <a href="http://www.unisa.edu.au/about/intro/comm-structure.asp">www.unisa.edu.au/about/intro/comm-structure.asp</a></li> <li>▪ Committees of Council <a href="http://www.unisa.edu.au/unicouncil/committees/">www.unisa.edu.au/unicouncil/committees/</a></li> <li>▪ Vice Chancellor's Executive Officer contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cox">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cox</a></li> <li>▪ Vice Chancellor's Executive Assistant contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=rita.linnane">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=rita.linnane</a></li> <li>▪ Vice Chancellor's Project and Events Officer contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=juliet.mazzone">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=juliet.mazzone</a></li> </ul>
	<p><b>Finding a venue</b></p> <p>Factors to consider in choosing a venue include location, parking, disability access, air conditioning, heating, shelter, capacity, catering facilities and liquor licensing. If you chose a venue at UniSA room bookings can be made through the relevant <a href="#">FM Assist</a> (previously Campus Services) office.</p> <p>Before booking a venue it is important that you visit the location first and speak to the venue coordinator. This will assist you in identifying if the venue is suitable for your needs. For example is the location big enough? How many access points does it have? Is there natural light? What is the shape of the room? Is it accessible for people with a disability? Is the location suitable for VIPs? Does the air conditioning shut down after 7pm?</p>	<ul style="list-style-type: none"> <li>▪ Facilities Management Unit provides a list of general purpose teaching and meeting rooms including room specifications and audio visual equipment <a href="http://www.unisa.edu.au/facilities/av/avsuitabilities.asp">www.unisa.edu.au/facilities/av/avsuitabilities.asp</a></li> <li>▪ Information Strategy and Technology Services (ISTS) list of Teaching room locations and availability of network points in each room <a href="http://www.unisa.edu.au/ists/teachres/networkpoints/default.asp">www.unisa.edu.au/ists/teachres/networkpoints/default.asp</a></li> </ul>

	The Basics	Further information
<p><b>Phase1 Getting Started continued</b></p>	<p>Use the following questions to help you identify a venue that suits your needs.</p> <p><b>Key questions:</b></p> <ul style="list-style-type: none"> <li>▪ Should your event be held on or off campus?</li> <li>▪ If on campus, do you need additional cleaning prior to the event?</li> <li>▪ Does the venue cater for the number of people that will be attending i.e. toilets?</li> <li>▪ What if it rains? What if the weather is hot?</li> <li>▪ Does the venue have disability access?</li> <li>▪ Is there parking nearby?</li> <li>▪ Is the venue difficult to locate?</li> <li>▪ Is the venue central?</li> <li>▪ Does the venue have internet access (if required?)</li> <li>▪ Does the venue have speakers, AV, data projectors?</li> <li>▪ Does the venue have air conditioning or heating?</li> <li>▪ Does the venue have a liquor license?</li> </ul> <p>Refer to FMU's <a href="#">Room suitability</a> webpage that sets out the list of teaching rooms available for use on each campus including their capacity, equipment and furniture. FM Assist can also help you shortlist rooms/venues based on your needs. If your event is going to be held on UniSA grounds and university staff will be in attendance you must complete <a href="#">a FM-153 Staff Function Approval Form</a> and submit it to the relevant FM Assist office.</p> <p>If you are planning on using a general purpose teaching space as a venue for a public event cleaners may need to be hired to clean the venue prior to the event (this may include the nearby toilets and foyer areas). This can be organised through FM Assist on-line Customer Service Request or via for urgent requests email to the relevant FM Assist enquiries address at -</p> <ul style="list-style-type: none"> <li>▪ FM Assist MAG (previously Campus Services MAG) <a href="mailto:fmassist.magill@unisa.edu.au">fmassist.magill@unisa.edu.au</a></li> <li>▪ FM Assist MLK (previously Campus Services MLK) <a href="mailto:fmassist.mawsonlakes@unisa.edu.au">fmassist.mawsonlakes@unisa.edu.au</a></li> <li>▪ FM Assist CEA (previously Campus Services CEA) <a href="mailto:fmassist.cityeast@unisa.edu.au">fmassist.cityeast@unisa.edu.au</a></li> <li>▪ FM Assist CWE (previously Campus Services CWE) <a href="mailto:fmassist.citywest@unisa.edu.au">fmassist.citywest@unisa.edu.au</a></li> </ul> <p>If your event is to be held after hours on campus, FM Assist advise Security of all after hours bookings via daily printouts obtained from FM Assist Admin staff and copies of approved FM-153 (Staff Function Approval Form) are also forwarded to Security as notification.</p> <p>Most rooms have push button air conditioning. FM Assist staff will advise the Facilities Management Unit (FMU) Mechanical Services Officer of any after hours air conditioning requirements.</p>	<ul style="list-style-type: none"> <li>▪ Functions held on UniSA grounds <a href="http://www.unisa.edu.au/facilities/commercial/hireoffacilities/functions&amp;facilityhire.asp">www.unisa.edu.au/facilities/commercial/hireoffacilities/functions&amp;facilityhire.asp</a></li> <li>▪ FM Assist online room booking request <a href="http://www.unisa.edu.au/facilities/procedures/onlineforms/roombooking.asp">www.unisa.edu.au/facilities/procedures/onlineforms/roombooking.asp</a></li> <li>▪ FM Assist Online Forms <a href="http://www.unisa.edu.au/facilities/procedures/forms/csforms.asp">www.unisa.edu.au/facilities/procedures/forms/csforms.asp</a></li> <li>▪ FM-153 Staff Function Approval Form <a href="http://www.unisa.edu.au/facilities/procedures/forms/fm/fm153.pdf">www.unisa.edu.au/facilities/procedures/forms/fm/fm153.pdf</a></li> <li>▪ FM-163 University Function - Representative-Sponsors-Exhibitors on University Grounds <a href="http://www.unisa.edu.au/facilities/procedures/forms/fm/fm163.pdf">http://www.unisa.edu.au/facilities/procedures/forms/fm/fm163.pdf</a></li> <li>▪ Liquor license request form (application for a limited license) <a href="http://www.olqc.sa.gov.au/default.asp?action=limited_license&amp;menu=liquor">www.olqc.sa.gov.au/default.asp?action=limited_license&amp;menu=liquor</a></li> <li>▪ UniSA Campus Maps <a href="http://www.unisa.edu.au/about/campuses/default.asp">www.unisa.edu.au/about/campuses/default.asp</a></li> <li>▪ Bradley Forum Bookings <a href="http://www.unisa.edu.au/hawkecentre/facilities/bradleyforum_info.asp">www.unisa.edu.au/hawkecentre/facilities/bradleyforum_info.asp</a></li> <li>▪ Chancellery Meeting Room Bookings <a href="http://www.unisa.edu.au/cha/knowngmt/chanc/cha_roombooking_default.asp">www.unisa.edu.au/cha/knowngmt/chanc/cha_roombooking_default.asp</a></li> <li>▪ UniSA car parking -2011 guidelines <a href="http://www.unisa.edu.au/policies/codes/miscell/parking.asp">www.unisa.edu.au/policies/codes/miscell/parking.asp</a></li> <li>▪ Parking information <a href="http://www.unisa.edu.au/facilities/parking/default.asp">www.unisa.edu.au/facilities/parking/default.asp</a></li> <li>▪ U Park car park stations <a href="http://upark.com.au/">http://upark.com.au/</a></li> <li>▪ Adelaide City car parking stations <a href="http://www.cityofadelaide.com.au/adccbrandwr/assets/main/lib60089/other_parking_stations_brochure.pdf">www.cityofadelaide.com.au/adccbrandwr/assets/main/lib60089/other_parking_stations_brochure.pdf</a></li> </ul>

	The Basics	Further information
<p><b>Phase1 Getting Started continued</b></p>	<p>NOTE: there are separate and specific protocols for booking the <a href="#">Bradley Forum</a>, and the <a href="#">Kerry Packer Civic Gallery</a>, and <a href="#">Chancellery Meeting rooms</a></p> <p>Don't forget to consider the car parking options near your venue. If people can't get to the venue easily they may be discouraged from attending. At City East and City West there is no provision for visitor parking. However, parking is available for visitors at Magill and Mawson Lakes campuses by the purchase of a Pay and Display ticket from any Ticket Machine located in the Unreserved Car Park area on the campus from which the ticket was purchased. The Adelaide City Council also has maps and directions to the city's major car parking stations. Refer to the links in the right hand column for further details on parking.</p> <p>If your event includes the consumption of alcohol on University premises the event manager/organiser must obtain authorisation from the relevant Campus Facilities Manager via a <a href="#">FM-153 Staff Function Approval form</a>. For further information regarding Limited Liquor License please refer to (<a href="http://www.olgc.sa.gov.au/default.asp?action=limited_licence&amp;menu=liquor">http://www.olgc.sa.gov.au/default.asp?action=limited_licence&amp;menu=liquor</a> )</p> <p>If you are inviting a representative/sponsor/exhibitor to attend a function on university grounds you must fill out a <a href="#">FM-163 University Function - Representative-Sponsors-Exhibitors on University Grounds Form</a> and submit it along with the <a href="#">CS53 Staff Function Approval Form</a> . It is the responsibility of The Head of School/Unit/Division to certify that a background check has been made and the Representative/Sponsor/Exhibitor is legitimate.</p> <p>NOTE: You should always reconfirm bookings both internal and external to the University.</p>	
	<p><b>Compiling an invitation list</b></p> <p>To assist you in compiling a guest list for your event use existing mailing lists as a starting point. Depending on the nature of your event include the names of internal as well as external invitees. Make sure this list is reviewed by your manager and that it is up-to-date before distributing your invitations. Make arrangements to have your database updated if you receive any returned mail.</p> <p>If you are organising a high profile event contact the <a href="#">Alumni Office</a>, <a href="#">MDU</a> and <a href="#">Chancellery</a> to obtain advice on the appropriate people to invite. These offices can also generate a VIP invitation list if required.</p> <p>NOTE: that as a courtesy the Chancellor and Vice Chancellor should receive invitations to major events hosted by the University.</p>	<ul style="list-style-type: none"> <li>▪ Vice Chancellors Executive Officer contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cox">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cox</a></li> <li>▪ Vice Chancellors Executive Assistant contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=rita.linnane">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=rita.linnane</a></li> <li>▪ MDU – Alumni and Development Team <a href="http://www.unisa.edu.au/alumni/contact/Alumnidevopteam30sep11.pdf">www.unisa.edu.au/alumni/contact/Alumnidevopteam30sep11.pdf</a></li> <li>▪ MDU – Events and Activities, Development Officer contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=ian.forster">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=ian.forster</a></li> </ul>
	<p><b>UniSA Branding</b></p> <p>UniSA is a strong brand in the tertiary education sector and it is important when organising your event that you follow the guidelines outlined by MDU's <a href="#">Branding and Style Guide website</a> reflecting endorsed standards of the University's brand value. MDU produced this resource to assist staff in identifying/finding resources needed to successfully market UniSA.</p>	<ul style="list-style-type: none"> <li>▪ MDU – Branding and Style Guide <a href="http://www.unisa.edu.au/styleguide/default.asp">www.unisa.edu.au/styleguide/default.asp</a></li> <li>▪ UniSA Logos <a href="http://www.unisa.edu.au/styleguide/logos/default.asp">www.unisa.edu.au/styleguide/logos/default.asp</a></li> </ul>

	The Basics	Further information
<p><b>Phase1 Getting Started continued</b></p>	<p>The UniSA brand is more than just the logo, it reflects who the university is and the values it represents including its role in the community. The marketing tools provided by the MDU ensure that all visual and tangible components (the logo, typeface, colours and graphic elements) representing the University look professional and effectively communicate the core values of UniSA. For further information on UniSA branding see designing and distributing invitations and marketing your event.</p> <p>The University of South Australia operates in a competitive market where reputation, name and image are valuable assets. Effective marketing is essential to the protection and maintenance of the University's reputation, and the ongoing development and performance of its various teaching and learning, research, business development and community activities.</p> <p><b>Designing and distributing invitations</b></p> <p>Once you have confirmed the date and time of your event send formal invitations to your guest speakers, VIPs and Senior Management. These invitations do not need to be the same as your general invitations (if you are having invitations specially designed) and can be sent on UniSA letterhead.</p> <p>Invitations to general guests should be sent out at least one month before the event so that guests have enough notice. Your invitations should include information such as parking and disability access and preferably include a location map. Location and or parking maps can be downloaded from the online street directory <a href="http://www.whereis.com">whereis.com</a> or the <a href="http://www.adelaidecitycouncil.com.au">Adelaide City Council website</a>. If required, send invitations to journalists in the print and television media.</p> <p>FM Assist (Mawson Lakes and Magill) can also supply maps which highlight Unreserved parking areas on suburban campuses. Contact FM Assist (Mawson Lakes and Magill) who can advise on securing Special Permit Parking for VIP's.</p> <p>If you are having your invitations or programs specially designed make sure that you meet with the designer as soon possible to ensure that your timetable is not caught short by design or printing delays. Refer to <a href="#">MDU's event templates</a> for a copy of a UniSA invitation if you wish to create your own.</p> <p>Refer to MDU's <a href="#">Branding and Style Guide</a> before designing your invitations to help you understand UniSA's brand and successfully market the university. The marketing tools provided by MDU ensure that all visual content (logos, typeface, colours and graphic elements) look professional and effectively communicate UniSA's core brand values. The Branding and Style Guide includes templates for UniSA logos and information on typeface, photography, text, marketing materials, stationery and signage. For further information see UniSA branding.</p> <p>NOTE: <a href="#">The MDU has a preferred invitation template for UniSA events.</a></p>	<ul style="list-style-type: none"> <li>▪ Processes for using producing publications <a href="http://www.unisa.edu.au/styleguide/materials/process/default.asp">www.unisa.edu.au/styleguide/materials/process/default.asp</a></li> <li>▪ Code of Practice: Marketing in the University - <a href="http://www.unisa.edu.au/policies/codes/miscell/marketg_guidelins.doc">www.unisa.edu.au/policies/codes/miscell/marketg_guidelins.doc</a></li> <li>▪ MDU's – Planning and running research events - <a href="http://www-p.unisa.edu.au/restoolkit/events/default.asp">www-p.unisa.edu.au/restoolkit/events/default.asp</a></li> </ul> <ul style="list-style-type: none"> <li>▪ MDU - UniSA invitation template <a href="http://www-p.unisa.edu.au/mdu/events/default.asp">http://www-p.unisa.edu.au/mdu/events/default.asp</a></li> <li>▪ MDU – Manager News and Media contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=michele.nardelli">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=michele.nardelli</a></li> <li>▪ MDU Publications Manager contact details <a href="http://www.unisanet.unisa.edu.au/staff/homepage.asp?Name=Susan.Lamont">www.unisanet.unisa.edu.au/staff/homepage.asp?Name=Susan.Lamont</a></li> <li>▪ MDU – Graphic Designer contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cope">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cope</a></li> <li>▪ Document Services – Graphic Design information <a href="http://www.unisa.edu.au/printing/New/LVL1/graphic-design.asp">www.unisa.edu.au/printing/New/LVL1/graphic-design.asp</a></li> <li>▪ MDU – Branding and Style Guide <a href="http://www.unisa.edu.au/styleguide/default.asp">www.unisa.edu.au/styleguide/default.asp</a></li> <li>▪ UniSA Logos <a href="http://www.unisa.edu.au/styleguide/logos/default.asp">www.unisa.edu.au/styleguide/logos/default.asp</a></li> <li>▪ Maps of UniSA campuses <a href="http://www.unisa.edu.au/about/campuses/default.asp">www.unisa.edu.au/about/campuses/default.asp</a></li> <li>▪ Street directory maps - <a href="http://www.whereis.com/whereis/home.do">www.whereis.com/whereis/home.do</a></li> <li>▪ UniSA car parking -2011 Guidelines <a href="http://www.unisa.edu.au/policies/codes/miscell/parking.asp">http://www.unisa.edu.au/policies/codes/miscell/parking.asp</a></li> <li>▪ Parking information <a href="http://www.unisa.edu.au/facilities/parking/default.asp">www.unisa.edu.au/facilities/parking/default.asp</a></li> <li>▪ Adelaide City car parking stations <a href="http://www.cityofadelaide.com.au/adccbrandwr/assets/main/lib60089/other_parking_stations_brochure.pdf">www.cityofadelaide.com.au/adccbrandwr/assets/main/lib60089/other_parking_stations_brochure.pdf</a></li> <li>▪ Adelaide City – Commercial Car Parks <a href="http://www.cityofadelaide.com.au/get-around/parking-in-the-city.html">www.cityofadelaide.com.au/get-around/parking-in-the-city.html</a></li> </ul>

	The Basics	Further information
<p><b>Phase 2</b> <b>Nuts and Bolts</b></p>	<p><b>Identifying and booking key note speakers</b></p> <p>Do you require a keynote speaker to address guests at your event? A keynote speaker can act as a drawcard and entice people to attend your event. A keynote speaker should be someone who is closely involved in the field/topic of your event and has a good reputation. Contact your chosen keynote speaker in advance to determine if they are available. If they accept, identify how they would like their speech to be prepared. Refer to protocols regarding invitations to the Vice Chancellor, Ministers and other senior dignitaries. See speech notes.</p> <p>If your guest speaker requires travel arrange this through the University's <a href="#">preferred airline</a> and <a href="#">travel agents</a>. You can organise this through a <a href="#">Business travel request form</a> (FS87).</p> <p>If your speaker requires travel within South Australia you may need to organise <a href="#">cab charge</a> dockets for them. This can be arranged online through the UniSA website. Hughes Limousines can also be used for speakers travel (<a href="http://www.unisa.edu.au/facilities/transportation/hughes.asp">http://www.unisa.edu.au/facilities/transportation/hughes.asp</a>)</p> <p>Briefing the speaker before the event is also important. Discuss the running sheet with them and confirm the length of their speech and any timelines they must meet. If they are using a power point or audio visual display identify if they would like to use a mouse or a laser pointer. Confirm with your key note speaker any VIPS that are attending and provide them with the opportunity to ask you any questions. If the key note speaker is confident of their role this will reflect in their speech and their impression of your event.</p> <p>It is good practice to compile a small folio of participant profiles and send it to your key note speaker prior to the event. Participant profiles are a useful tool as speakers are usually interested in their audience.</p> <p>Before your key note speaker is introduced at your event it is good practice to speak about their background and their contribution to a particular field, preferably the field that your event is centred around. Obtain from your speaker a short biography that outlines their professional background and achievements. Include this biography in your event program. Biographies are a great way to provide participants with background on the guest speaker and to assist the MC with thoughtful introductions.</p> <p><b>Booking an MC</b></p> <p>To ensure that your event runs smoothly explore the possibility of having a compere or master of ceremonies (MC) to welcome guests and introduce guest speakers. A good compere or MC can make the difference between a good and a great event. This person should be someone with excellent public speaking skills and a sense of humour.</p> <p>Make sure that you brief your compere or MC prior to the event and provide them with a copy of the running sheet in advance. The compere or MC should be familiar with all aspects of the event including its purpose and aims.</p>	<ul style="list-style-type: none"> <li>▪ University travel information -preferred agents and airlines <a href="http://www.unisa.edu.au/fin/travel/default.asp">www.unisa.edu.au/fin/travel/default.asp</a></li> <li>▪ Business travel request form (FS87) <a href="http://www-p.unisa.edu.au/fin/forms/fs87.doc">www-p.unisa.edu.au/fin/forms/fs87.doc</a></li> <li>▪ Online cab charge voucher request form <a href="http://www.unisa.edu.au/facilities/procedures/onlineforms/onlinecabcharge.asp">www.unisa.edu.au/facilities/procedures/onlineforms/onlinecabcharge.asp</a></li> <li>▪ Hughes Limousines <a href="http://www.unisa.edu.au/facilities/transportation/hughes.asp">www.unisa.edu.au/facilities/transportation/hughes.asp</a></li> </ul>

	The Basics	Further information
<p><b>Phase 2 Nuts and Bolts Continued</b></p>	<p><b>Identifying equipment, resources and services</b></p> <p>It is the little things that help to make an event a success. Identify and plan the equipment, resources and services that you need to make your event run smoothly. Use these questions to help you get started:</p> <ul style="list-style-type: none"> <li>▪ Do you need to design and print a brochure, postcard or poster?</li> <li>▪ Do you need to display certain materials? Banners, posters or decorations?</li> <li>▪ Do you need to distribute information packs or documents?</li> <li>▪ Do you need to have particular products on display?</li> <li>▪ Do you need sponsor's signage?</li> <li>▪ Do you need particular furniture? Tables and chairs, speaker lectern?</li> <li>▪ Do you need to reserve or reimburse parking for special guests?</li> <li>▪ Do you need to reserve seats for VIP's?</li> <li>▪ Do you need water for the speakers?</li> <li>▪ Do you need any AV equipment? (see Booking audio visual equipment)</li> <li>▪ Do you need to organise transport for equipment?</li> <li>▪ Do you need a laptop or data projector?</li> <li>▪ Do you need internet access?</li> <li>▪ Do you need to use the UniSA PowerPoint template?</li> <li>▪ Do you need a backup presentation if the computer system fails?</li> <li>▪ Do you need a microphone, speakers? (if the audience is to ask questions, you may need at least one roving microphone, depending on your venue)</li> <li>▪ Do you need to organise an interpreter or audio loup?</li> <li>▪ Do you need photography?</li> <li>▪ Do you need whiteboard markers and dusters? Pens and paper?</li> <li>▪ Do you need supplies for the caterers -cups, saucers, plates, utensils?</li> <li>▪ Is your event to be held after hours?</li> </ul> <p>It is also a good idea to put together a 'kit' of items that you will need on the day, such as cord covers, sticky tape, scissors, blue tac. Refer to <a href="#">appendix 5</a> for further details.</p> <p>NOTE: If you wish to use any of the key operated inbuilt BBQ facilities provided on any of the campuses you will be required to complete a FM-153 Staff Function Approval form and submit to the relevant FM Assist office  <a href="http://www.unisa.edu.au/facilities/commercial/hireoffacilities/functions&amp;facilityhire.asp#BBQ">www.unisa.edu.au/facilities/commercial/hireoffacilities/functions&amp;facilityhire.asp#BBQ</a></p> <p><b>Recruiting volunteers (internal colleagues)</b></p> <p>To ensure that things run smoothly, recruit colleagues to assist you in the lead up to and on the day of the event. Volunteers can help you organise mail outs, setup displays and decorations, hand out name tags, greet guests and serve food and drinks.</p>	<ul style="list-style-type: none"> <li>▪ FM Assist provides a list of general purpose teaching and meeting rooms including room specifications and audio visual equipment  <a href="http://www.unisa.edu.au/facilities/av/avsuitabilities.asp">www.unisa.edu.au/facilities/av/avsuitabilities.asp</a></li> <li>▪ FM Assist equipment available for booking or hire  <a href="http://www.unisa.edu.au/facilities/av/default.asp">www.unisa.edu.au/facilities/av/default.asp</a></li> <li>▪ FM Assist Audio Visual Support  <a href="http://www.unisa.edu.au/facilities/av/avsupport.asp">www.unisa.edu.au/facilities/av/avsupport.asp</a></li> <li>▪ MDU – Promotional material  <a href="http://www.unisa.edu.au/mdu/events/loan.asp">www.unisa.edu.au/mdu/events/loan.asp</a></li> <li>▪ UniSA corporate merchandise  <a href="http://www-p.unisa.edu.au/mdu/merchndse/default.asp">www-p.unisa.edu.au/mdu/merchndse/default.asp</a></li> <li>▪ MDU – Graphic Designer contact details  <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cope">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cope</a></li> <li>▪ Parking information  <a href="http://www.unisa.edu.au/facilities/parking/default.asp">www.unisa.edu.au/facilities/parking/default.asp</a></li> </ul>

	The Basics	Further information
<p><b>Phase 2 Nuts and Bolts continued</b></p>	<p>Having extra staff on the day of the event also means that you are free to respond to unexpected incidents or issues as they arise.</p> <p>If required, provide your volunteers with training before the event so they have the skills to perform their duties. It is also important to organise a briefing session before the event to clarify each volunteers role and responsibilities and ensure they understand your expectations. Record the tasks of your volunteers as part of your event management plan.</p> <p>Also don't forget to thank each of your volunteers for their hard work once the event is over.</p>	
	<p><b>Recognition of Indigenous landowners</b></p> <p>Depending on the nature of your function it may be appropriate to have a representative of the Indigenous landowners, open your event or have your MC include an acknowledgement in their opening address. This is an opportunity for your event to stand out and to provide a respectful recognition that the venue and more broadly, our community, is built on traditional land. All UniSA campuses (except Whyalla which is in Barngarla country) are located in the heart of Kaurna land.</p> <p>Contact <a href="http://www.unisa.edu.au/unaipon/">The David Unaipon College of Indigenous Education and Research</a> for further information.</p> <p>NOTE: Check which land the venue is on, you should not assume your event is taking place on Kaurna land.</p>	<ul style="list-style-type: none"> <li>▪ The David Unaipon College of Indigenous Education and Research <a href="http://www.unisa.edu.au/unaipon/">www.unisa.edu.au/unaipon/</a></li> <li>▪ UniSA's recognition of Indigenous land, peoples and history <a href="http://www.unisa.edu.au/about/intro/indigenous.asp">www.unisa.edu.au/about/intro/indigenous.asp</a></li> <li>▪ South Australian Department of Premier and Cabinet Cultural Information <a href="http://www.premcab.sa.gov.au/dpc/department_aard_cultural%20information.html">www.premcab.sa.gov.au/dpc/department_aard_cultural%20information.html</a></li> </ul>
	<p><b>Booking audio visual equipment</b></p> <p><a href="#">FM Assist</a> provides a support service for all audio visual equipment located in general purpose teaching and meeting rooms across UniSA campuses. Examples of the audio visual equipment provided include:</p> <ul style="list-style-type: none"> <li>▪ Dual Globe Overhead Projectors</li> <li>▪ Televisions and VCR units</li> <li>▪ DVD units</li> <li>▪ Computers</li> <li>▪ Notebooks / Data Projectors</li> <li>▪ Slide Projectors</li> <li>▪ Projection Screens</li> <li>▪ Whiteboards</li> <li>▪ Microphone, Speaker and Stand</li> <li>▪ Electronic Whiteboard</li> </ul> <p>You should check your potential venue on the <a href="#">Room Suitability Chart</a> to find out what AV will be available and what additional equipment will need to be organised.</p> <p>If you are using an external venue identify what audio visual equipment is available and if it is included in the venue hire cost.</p>	<ul style="list-style-type: none"> <li>▪ FM Assist - to view the rooms supported by FM Assist and their AV suitability <a href="http://www.unisa.edu.au/facilities/av/avsuitabilities.asp">www.unisa.edu.au/facilities/av/avsuitabilities.asp</a></li> <li>▪ AV equipment – FM Assist <a href="http://www.unisa.edu.au/facilities/av/default.asp">www.unisa.edu.au/facilities/av/default.asp</a></li> <li>▪ Information and guidelines for use of notebooks/data projectors <a href="http://www.unisa.edu.au/facilities/av/avguidlines.asp">www.unisa.edu.au/facilities/av/avguidlines.asp</a></li> <li>▪ AV user documents <a href="http://www.unisa.edu.au/facilities/av/avuserdoc.asp">www.unisa.edu.au/facilities/av/avuserdoc.asp</a></li> <li>▪ FM Assist AV Support <a href="http://www.unisa.edu.au/facilities/av/avsupport.asp">www.unisa.edu.au/facilities/av/avsupport.asp</a></li> </ul>

	The Basics	Further information
<p><b>Phase 2 Nuts and Bolts continued</b></p>	<p>Familiarise yourself with the equipment and make sure you know how to use it before your event. Identify in advance if you require a password, extra cables, extension leads, a USB port or CD drive. You don't want to get caught short on the day without the right equipment or access.</p> <p>Speak to your colleagues to identify useful tips to troubleshoot any problems that might occur. FM Assist equipment comes with instructions and an AV support service is provided between 8:30-5:00pm Monday – Friday during teaching weeks and an after-hours support service between 5:30-8:30pm during teaching periods.</p>	
	<p><b>Professional photography and video recording</b></p> <p>Do you wish to have your event videoed or photographed? If you have VIPs attending such as the Premier, Federal and State Ministers or the Vice Chancellor, it may be a good idea to have photographs taken for publicity purposes. The <a href="#">Flexible Learning Centre</a> and the <a href="#">Marketing and Development Unit</a> have staff that can provide photographic and video recording services.</p> <p>NOTE: UniSA has guidelines for photo shoots and preferred photographers.</p>	<ul style="list-style-type: none"> <li>▪ Record a learning and teaching activity <a href="http://www.unisa.edu.au/oes/work/work-request.asp">www.unisa.edu.au/oes/work/work-request.asp</a></li> <li>▪ MDU - Guidelines for Photo shoots (including preferred photographers) <a href="http://www.unisa.edu.au/styleguide/photography/guidelines.asp">www.unisa.edu.au/styleguide/photography/guidelines.asp</a></li> </ul>
	<p><b>Booking interpreters</b></p> <p>Identify if any of your guests will require an interpreter. If you require an interpreter for the hearing impaired contact the Royal South Australian Deaf Society.</p>	<ul style="list-style-type: none"> <li>▪ Royal South Australian Deaf Society (Deaf Can Do) <a href="http://www.deafcando.com.au/ContactUs.aspx">www.deafcando.com.au/ContactUs.aspx</a></li> </ul>
	<p><b>Liaising with security for on campus events</b></p> <p>Security are advised of all after hours bookings by FM Assist staff and receive a copy of approved CS53 forms (Staff Function Approval Form). Security officers can be helpful if your event surrounds a contentious issue, or high profile guest(s) are attending. If a State or Federal Government Minister, the Premier or Governor is attending make sure that you contact their office to identify security protocols. If required <a href="#">UniSA security</a> can liaise with SAPOL to ensure the safety of guests and visitors. See Exploring Protocols.</p>	<ul style="list-style-type: none"> <li>▪ UniSA Security <a href="http://www.unisa.edu.au/facilities/security/default.asp">www.unisa.edu.au/facilities/security/default.asp</a></li> </ul>
	<p><b>Catering</b></p> <p>Catering can be provided by on-campus or outside caterers. Include the cost of catering in your budget or the ticket price of your event (if you are charging). Contact your selected caterer early to ensure they are available and to discuss catering options. It is also important to follow up a week before your event to confirm numbers and dietary requirements.</p> <p>For providers recommended by Chancellery see the <i>catering directory</i> and <i>restaurant guide</i> in the <a href="#">Chancellery Event Resources</a>.</p> <p>If your event is a dinner or lunch identify if the venue will provide printed menus for guests or whether you can provide your own. If this is your responsibility you may want to include a list of the VIPS or the program on your menu. For an example of a combined menu and program see the <i>menu template</i> in the <a href="#">MDU Templates for event organising</a>.</p>	<ul style="list-style-type: none"> <li>▪ Chancellery approved catering directory <a href="http://www-p.unisa.edu.au/cha/knownmgmt/events/default.asp#catering">www-p.unisa.edu.au/cha/knownmgmt/events/default.asp#catering</a></li> <li>▪ Chancellery restaurant guide <a href="http://www-p.unisa.edu.au/cha/knownmgmt/events/Restaurant%20Guide.xls">www-p.unisa.edu.au/cha/knownmgmt/events/Restaurant%20Guide.xls</a></li> <li>▪ Menu template <a href="http://www-p.unisa.edu.au/mdu/events/menu-order.doc">www-p.unisa.edu.au/mdu/events/menu-order.doc</a></li> <li>▪ Senior Management Dietary requirements <a href="http://www-p.unisa.edu.au/cha/knownmgmt/events/cateringforSMG%5b1%5d.doc">www-p.unisa.edu.au/cha/knownmgmt/events/cateringforSMG%5b1%5d.doc</a></li> <li>▪ Refer to <a href="#">appendix 2</a> for a copy of the Dietary foods guide: 'catering for people on a coeliac and lactose free diet'</li> </ul>

	The Basics	Further information
<p><b>Phase 2 Nuts and Bolts continued</b></p>	<p>When making decision regarding what to serve it is important to take into account the dietary requirements of your guests and depending on the size and format of your event you can ask guests to notify you of specific dietary requirements when they RSVP. As a rule, always cater for vegetarians and be aware of SMG dietary requirements.</p> <p>NOTE: In the case of alternative dietary requirements, ensure the caterers are fully briefed about not only the requirement, but also how to identify the recipient. Notify the recipient of how their meal will be provided. You should also ask the caterer to consider alternative diets when preparing morning and afternoon tea, as no one should miss out. Food labels can also be used to indicate vegetarian or gluten free items if your food is to be served buffet style.</p> <p>If you are serving alcohol, make sure food and water is also provided for your guests and the necessary approvals have been received.</p> <p>NOTE: Staff that wish to consume/keep alcohol must seek authorisation from the relevant Campus Facilities Manager via a CS53 Staff Function Approval form. For further information regarding Limited Liquor License please refer to (<a href="http://www.olgc.sa.gov.au/default.asp?action=limited_licence&amp;menu=liquor">http://www.olgc.sa.gov.au/default.asp?action=limited_licence&amp;menu=liquor</a> )</p> <p>NOTE: When using The Mawson Centre as the venue for your function, the Aroma Cafe based in the Mawson Centre is the preferred caterer.</p> <p><b>Contingency plan</b></p> <p>To ensure that everything runs smoothly on the day develop a contingency plan. This plan can be developed in conjunction with your organising group and should address common contingencies such as backup guest speakers, computer equipment, and staff absence.</p> <p>The rule of thumb is that you will have a 25% 'no show' rate, therefore consider whether you need to organise staff to attend and make up numbers. If someone is sick and unable to attend on the day make sure that you have someone else on hand to cover their role. It is also recommended that you have IT support on hand to help with any technical difficulties that may arise.</p>	<ul style="list-style-type: none"> <li>▪ Liquor Request form <a href="http://www.olgc.sa.gov.au/default.asp?action=limited_licence&amp;menu=liquor">http://www.olgc.sa.gov.au/default.asp?action=limited_licence&amp;menu=liquor</a></li> </ul>
<p><b>Phase3 Marketing Your Event</b></p>	<p><b>Marketing your event</b></p> <p>Once you have confirmed the key details of your event start organising publicity. Consider promotional avenues such as the UniSA website, UniSA news, and an <a href="#">UniSA all staff announcement</a>. If relevant, explore other forms of media such as newspaper and radio. Speak to your local marketing team and colleagues and ask them to distribute information about your event among their networks and external contacts. If required, the <a href="#">MDU</a> can assist you in developing a media plan and provide you with details and costs associated with advertising in the wider media.</p> <p>Refer to the <a href="#">Branding and Style Guide</a> to help you understand UniSA's brand and successfully market the University. The guide includes templates for UniSA logos and information on typeface, photography, text, marketing materials, stationery and signage.</p>	<ul style="list-style-type: none"> <li>▪ Advertising your event <a href="http://www.unisa.edu.au/mdu/advert/default.asp">www.unisa.edu.au/mdu/advert/default.asp</a></li> <li>▪ UniSA All Staff Announcement submission <a href="http://my.unisa.edu.au/staff/Announcements/SubmitAnnouncement.aspx">my.unisa.edu.au/staff/Announcements/SubmitAnnouncement.aspx</a></li> <li>▪ MDU – Branding and Style Guide <a href="http://www.unisa.edu.au/styleguide/default.asp">www.unisa.edu.au/styleguide/default.asp</a></li> <li>▪ UniSA Logos <a href="http://www.unisa.edu.au/styleguide/logos/default.asp">www.unisa.edu.au/styleguide/logos/default.asp</a></li> <li>▪ MDU – Conference publicity <a href="http://www.unisa.edu.au/mdu/media/cnfcpub.asp">www.unisa.edu.au/mdu/media/cnfcpub.asp</a></li> <li>▪ MDU – Media relations <a href="http://www.unisa.edu.au/mdu/media/default.asp">www.unisa.edu.au/mdu/media/default.asp</a></li> </ul>

	The Basics	Further information
<p><b>Phase3 Marketing Your Event continued</b></p>	<p>The marketing tools provided by MDU ensure that all visual content (logos, typeface, colours and graphic elements) look professional and effectively communicate UniSA's core brand values.</p> <p>The University of South Australia operates in a competitive market where reputation, name and image are valuable assets. Effective marketing is essential to the protection and maintenance of the University's reputation, and the ongoing development and performance of its various teaching and learning, research, business development and community activities.</p>	<ul style="list-style-type: none"> <li>▪ MDU – Understanding the media – hints and tips <a href="http://www-p.unisa.edu.au/mdu/understandmedia.asp">www-p.unisa.edu.au/mdu/understandmedia.asp</a></li> <li>▪ MDU – staff contacts <a href="http://www.unisa.edu.au/mdu/contact/default.asp">www.unisa.edu.au/mdu/contact/default.asp</a></li> </ul>
	<p><b>UniSA – promotional and display materials</b></p> <p>The MDU has a range of UniSA themed display materials available for loan. These materials are a great way to add colour and presence to your event. Examples of the materials available for loan include:</p> <ul style="list-style-type: none"> <li>▪ UniSA banners</li> <li>▪ UniSA outdoor pennant stands</li> <li>▪ Speakers lectern</li> <li>▪ Lightbox</li> <li>▪ Brochure racks</li> <li>▪ UniSA corporate DVD</li> <li>▪ Corporate marketing packs</li> </ul> <p>Refer to the <a href="#">Branding and Style Guide</a> to help you understand UniSA's brand and successfully market the university. The marketing tools provided by MDU ensure that all tangible and visual content look professional and effectively communicate UniSA's core brand values. Refer to Branding for further information.</p>	<ul style="list-style-type: none"> <li>▪ MDU – Materials for loan <a href="http://www.unisa.edu.au/mdu/events/loan.asp">www.unisa.edu.au/mdu/events/loan.asp</a></li> </ul>
<p><b>Phase4 The Final Stages 'Bringing It Together'</b></p>	<p><b>RSVPS</b></p> <p>Invitations should include the name and contact details of a person to reply (RSVP). Make sure this person is not on leave during the RSVP period so that replies can be recorded and questions from invitees can be answered. The contact person should be fully briefed about the event and be able to answer questions such as; Does the venue have disability access? Where is the closet parking station? Can I get to the venue by public transport?</p> <p>Use the mailing list to record your invitation replies and dietary requirements. If your RSVPs are healthy you can start to finalise arrangements. If not, consider whether you should go ahead with your event. Remember that it is better to pull out of an event rather than to go ahead and risk it being unsuccessful. Follow up any invitees that have not replied by the due date.</p> <p>You may wish to look into alternative RSVP management such as web registration, email voting buttons or meeting requests. If web registration is used there are there ways to automate responses to go straight into a database for efficient registration management. Your local web editor or IT person should be able to assist you with this.</p>	

	The Basics	Further information
<p><b>Phase4</b> <b>The Final Stages</b> <b>'Bringing It Together'</b> <b>continued</b></p>	<p><b>Developing a running sheet</b></p> <p>Develop a running sheet that sets out when things take place on the day. A well set out running sheet, enables anyone to identify the sequence of events for the day. The document should include items such as the delivery of catering, the arrival of VIPs, the start of speeches and the presentation of awards. Make sure that everyone involved on the day has a copy of the running sheet including the guest speaker and Master of Ceremonies (MC)/compere (if relevant). These participants should be briefed on the running sheet in advance of the tasks they are to perform.</p> <p>Key things to consider:</p> <ul style="list-style-type: none"> <li>▪ Timelines for the order of events</li> <li>▪ Guest and VIP arrival times</li> <li>▪ Greeting of VIP guests</li> <li>▪ Pre event drinks</li> <li>▪ Welcome and introduction</li> <li>▪ Presentation of awards</li> <li>▪ Question time</li> <li>▪ Photographers of VIPS and guests/award recipients</li> <li>▪ Catering times</li> </ul>	<ul style="list-style-type: none"> <li>▪ MDU – Event running sheet example <a href="http://www-p.unisa.edu.au/mdu/events/default.asp">http://www-p.unisa.edu.au/mdu/events/default.asp</a></li> </ul>
	<p><b>Developing a program of events</b></p> <p>To inform your guests of the sequence of events for the day and to provide them with information on key note speakers and VIPS it is a good idea to produce a program of events. This 'hand out' can be derived from your running sheet and include information such as the start and finish times of speeches and presentations, biographies of key note speakers and VIPS, information about your event, its aims and purposes as well advertising and logos of sponsors and key partners. The program can be handed out to guests upon arrival or placed on their seat or table.</p>	<ul style="list-style-type: none"> <li>▪ MDU – Event program example <a href="http://www-p.unisa.edu.au/mdu/events/default.asp">http://www-p.unisa.edu.au/mdu/events/default.asp</a></li> </ul>
	<p><b>Writing Speech notes</b></p> <p>Liaise with your key note speaker prior to the event regarding their speech. Most Federal and State Government Ministers have a briefing pro forma for you to fill out that includes information relating to their speech. For the Vice Chancellor you will need to liaise with the <a href="#">Vice Chancellors Office</a>. For other speakers write an outline of what you wish them to say and if you have multiple speakers, ensure that each speaker says something different.</p>	<ul style="list-style-type: none"> <li>▪ Vice Chancellors Executive Officer contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cox">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=david.cox</a></li> <li>▪ Vice Chancellors Executive Assistant contact details <a href="http://www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=rita.linnane">www.unisanet.unisa.edu.au/staff/Homepage.asp?Name=rita.linnane</a></li> </ul>
	<p><b>Developing a floor plan</b></p> <p>Devise a floor plan that outlines the location of seating and equipment for your event. A floor plan will assist you in identifying how the venue will look and how guests will move around the venue. This is very important if you want people to congregate or avoid a particular area.</p>	<ul style="list-style-type: none"> <li>▪ Refer to <a href="#">appendix 3</a> for an example of a floor plan.</li> <li>▪ Floor plans for all UniSA buildings <a href="http://www.unisa.edu.au/facilities/capital/buildingrecords/buildingrecords.asp">www.unisa.edu.au/facilities/capital/buildingrecords/buildingrecords.asp</a></li> </ul>

	The Basics	Further information
<p><b>Phase4</b> <b>The Final Stages</b> <b>‘Bringing It Together’</b> <b>continued</b></p>	<p>It is also important to ensure that everyone can see what is happening which can be enhanced by using additional screens. To obtain a floor plan of an external venue contact the venue coordinator. Floor plans for all UniSA buildings are available on the UniSA website.</p> <p>Key things to include:</p> <ul style="list-style-type: none"> <li>▪ location of toilets</li> <li>▪ entrance and exits</li> <li>▪ disability access points</li> <li>▪ banners and lecterns</li> <li>▪ computer equipment</li> <li>▪ table seating</li> <li>▪ location of catering</li> <li>▪ location of balloons and posters</li> <li>▪ AV equipment.</li> </ul> <p>NOTE: <a href="#">FM Assist</a> can layout campus meeting and teaching rooms with movable furniture and in any configuration. To place an on-line <a href="#">Customer Service Request</a> (CSR) regarding the layout of a UniSA room refer to the <a href="#">Facilities Management Unit</a> website. If you haven't used this service before you will need to obtain a <a href="#">username and password</a>.</p> <p>Refer to <a href="#">appendix 3</a> for an example of a floor plan to assist your plan your own.</p>	<ul style="list-style-type: none"> <li>▪ Customer service request (CSR). Note: If you haven't used this service before you will need to complete an MP2 Account request form to obtain a user name and password. FM Assist On-line Customer Service Request <a href="http://www.unisa.edu.au/facilities/maintenance/csr.asp">www.unisa.edu.au/facilities/maintenance/csr.asp</a></li> </ul>
	<p><b>Developing a seating plan</b></p> <p>Table seating is a good way to ensure networking and bonding among your guests. Develop a table seating plan for your guests and ensure that it follows appropriate protocol if you have VIPs attending. If the Vice Chancellor is attending make sure this seating plan is vetted by the Vice Chancellors office in advance. If there are elderly guests or people with disabilities make sure your seating plan takes account of their needs. To ensure your seating plan is workable make sure the venue has adequate seating to cover your needs.</p> <p>Key things to consider:</p> <ul style="list-style-type: none"> <li>▪ protocol</li> <li>▪ manager/PVC/VC approval</li> <li>▪ organisation guests represent</li> <li>▪ best seats for VIPs</li> <li>▪ size and shape of the venue</li> <li>▪ disability access</li> <li>▪ ability to see the stage/lectern</li> <li>▪ location of projection screens</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refer to <a href="#">appendix 4</a> for an example of a seating plan to assist you plan your own.</li> </ul>

	The Basics	Further information
<p><b>Phase4</b> <b>The Final Stages</b> <b>'Bringing It Together'</b> <b>continued</b></p>	<p><b>Compiling and printing name tags</b></p> <p>To assist guests with mingling and networking it is good practice to provide them with name tags that include the name of the guest, their formal title and the organisation they represent. <a href="#">Document Services</a> can prepare name tags or pre-printed name tag templates to use on the printer.</p>	<ul style="list-style-type: none"> <li>Document Services <a href="http://www.unisa.edu.au/printing/">www.unisa.edu.au/printing/</a></li> </ul>
	<p><b>Creating directional signage</b></p> <p>To ensure that your guests arrive at the correct location you need to have adequate signage (arrows, pointing hands etc). This includes signs located inside lifts, stairwells and corridors. Identify the signage you need and create and print signs for your event. 'A' frame signs are available for loan from FM Assist to mark entrances and assist guests navigate a venue. FM Assist can also assist with directional signage and placement of A frames. <a href="#">Document Services</a> can also design and print event signage.</p>	<ul style="list-style-type: none"> <li>FM Assist <a href="http://www.unisa.edu.au/facilities/profiles/contacts.asp">www.unisa.edu.au/facilities/profiles/contacts.asp</a></li> <li>Document Services <a href="http://www.unisa.edu.au/printing/New/LVL1/general-printing.asp">www.unisa.edu.au/printing/New/LVL1/general-printing.asp</a></li> </ul>
	<p><b>Confirming catering</b></p> <p>Follow up with the caterer one week before the event to confirm numbers and any special dietary needs (if required). Also confirm the venue location, the delivery order and form of payment.</p>	
	<p><b>Visiting the venue</b></p> <p>To obtain a clear idea of how the event will run on the day visit the venue and conduct an inspection with your running sheet, floor and seating plan. During this visit speak to the venue coordinator and confirm the use of any equipment and the layout of the room. The coordinator may also be able to provide you with some extra tips and advice based on your running sheet, floor and seating plan. Make sure you test the AV equipment to find out how it operates and if you require any extension cords or leads. Make sure the venue has adequate seating for your event needs.</p>	<ul style="list-style-type: none"> <li>Refer to MDU – Event templates for an example of a running sheet <a href="http://www-p.unisa.edu.au/mdu/events/default.asp">http://www-p.unisa.edu.au/mdu/events/default.asp</a></li> <li>Refer to appendices <a href="#">3</a> and <a href="#">4</a> for an example of a floor and seating plan.</li> </ul>
	<p><b>Purchasing thankyou gifts</b></p> <p>It is good practice to present your guest speaker(s) with a thank you gift to acknowledge their contribution to your event. University items can be purchased through the <a href="#">UniSA merchandise catalogue</a> (staff access only) and the <a href="#">Jam Factory</a> also offers a discount to members. Membership costs \$40 annually.</p>	<ul style="list-style-type: none"> <li>UniSA corporate merchandise <a href="http://www-p.unisa.edu.au/mdu/merchndse/default.asp">www-p.unisa.edu.au/mdu/merchndse/default.asp</a></li> <li>Jam Factory <a href="http://www.jamfactory.com.au/">www.jamfactory.com.au/</a></li> </ul>
	<p><b>Developing a final checklist</b></p> <p>To ensure that your event management plan is on schedule, compile a checklist one week before the event to identify any outstanding actions. This checklist will also assist you to identify areas where your contingency plan should focus. The checklist should also include tasks that need to take place on the day of the event.</p>	<ul style="list-style-type: none"> <li>Example of an events checklist <a href="http://www-p.unisa.edu.au/restoolkit/docs/eventschecklist.pdf">www-p.unisa.edu.au/restoolkit/docs/eventschecklist.pdf</a></li> <li>On the day checklist <a href="http://www-p.unisa.edu.au/restoolkit/events/dayevent.asp">www-p.unisa.edu.au/restoolkit/events/dayevent.asp</a></li> <li>Research Events Checklist <a href="http://www-p.unisa.edu.au/restoolkit/docs/eventschecklist.pdf">www-p.unisa.edu.au/restoolkit/docs/eventschecklist.pdf</a></li> </ul>

	The Basics	Further information
<p><b>Phase5 On The Day</b></p>	<p><b>Preparing the venue</b></p> <p>Make sure you allow plenty of time to prepare your venue before the event starts. If you have submitted a Customer Service Request (CSR) to have furniture and other items positioned, it is a good idea to arrive before the set up is completed so that you can advise of any last minute changes. Arriving early also means that you have time to respond to any issues that may have resulted from the previous use of the venue.</p> <p>Use the following checklist as a starting guide to prepare your venue. Have you done the following?</p> <ul style="list-style-type: none"> <li>▪ Checked the layout of furniture</li> <li>▪ Set up and tested AV equipment</li> <li>▪ Erected signage</li> <li>▪ Erected sponsor signage and posters</li> <li>▪ Set up the registration table</li> <li>▪ Set up catering tables</li> <li>▪ Set up information booths</li> <li>▪ Placed decorations in appropriate locations</li> <li>▪ Reserved seats/areas for VIPS</li> <li>▪ Provided glasses and water jugs for speakers</li> <li>▪ Provided whiteboard makers, pens or other necessary items.</li> </ul> <p>Put together a kit before the event that you can take along on the day. Your kit might include sticky/masking tape, blue tac, a stapler, pens, white board makers, paper clips, scissors and spare paper. Having these items on hand will save you time on the day.</p>	
	<p><b>Team briefing</b></p> <p>Hold a briefing session for everybody involved on the day to go through the running sheet. This meeting should take place on the morning of the event or the day before (depending on the start time of your event). In addition, explore the contingency plan that you have in place so that members of the team are aware of any backup plans you have. This will ensure that each member of the team is briefed of their duties and responsibilities in case of any hiccups. Make sure that the IT person is fully briefed on the AV/computer equipment and they have tested it.</p> <p>Have you briefed your compere/Master of Ceremonies? This is extremely important and must be done before the event. Go through the running sheet with them and discuss the tone of the event that you would like them to create. Make sure the compere/MC is briefed on any VIPS that are attending.</p>	

	The Basics	Further information
<p><b>Phase5 On The Day continued</b></p>	<p><b>Putting up signage</b></p> <p>Erect the signs that you have created (arrows, pointing hands etc) throughout your venue including doors, lifts and corridors, to direct guests to the correct location. Also ensure that wheelchair accessibility points are clearly marked. 'A' framed signs are available for loan from FM Assist to mark entrances and assist guests identify the correct location.</p> <p>FM Assist can also assist with directional signage and placement of A frames via an on-line Customer Service Request (CSR)</p>	<ul style="list-style-type: none"> <li>Customer service request (CSR). Note: If you haven't used this service before you will need to complete an MP2 Account request form to obtain a user name and password. FM Assist On-line Customer Service Request <a href="http://www.unisa.edu.au/facilities/maintenance/csr.asp">www.unisa.edu.au/facilities/maintenance/csr.asp</a></li> </ul>
	<p><b>Greeting VIPs</b></p> <p>If you are organising a high profile event make sure that you have a suitable representative of the University to greet any VIPS upon arrival. There are specific requirements relating to the Governor and the Premier and details of these protocols can be obtained from the Functions Officer at Government House or the Premier's Appointment Secretary. See protocols.</p>	
	<p><b>Expect the unexpected</b></p> <p>Despite careful planning and attention to detail, things can sometimes go wrong, so the most important thing is to stay calm and communicate with your event team. Staying alert and on top of the running sheet will help you track how the event is progressing, which allows you to anticipate any issues and refer to your contingency plan if necessary.</p> <p>Responding to issues in a calm and confident manner will mean minimal disruption to your audience and ensure they keep enjoying the event, despite what might be going on behind the scenes!</p>	
<p><b>Phase6 Learning From the Event</b></p>	<p><b>Evaluating your event</b></p> <p>It is important to evaluate your event once it has concluded and a good idea to evaluate both the audience experience and your performance as an event team.</p> <p>Obtaining feedback from guests and colleagues who attended is an excellent way to assist you plan and organise future events. Identify what aspects of your event that you would like to receive feedback on and decide on your method before the event. For example you may want feedback on catering, venue, length, format, access, date and time.</p> <p>You can create a feedback sheet that focuses on these aspects and hand it to guests as they leave or place it in packs that you distribute to guests. Alternatively you may wish to e-mail guests a feedback sheet after the event and/or ring selected guests to obtain their thoughts on how the event ran. If this form of feedback is not possible, subtly sound guests out on the day of the event to identify their thoughts on how the event went.</p> <p>To obtain feedback electronically you can create a <a href="#">TellUS2 survey</a> and distribute it after the event. To ensure the best possible response you may want to consider offering recipients an incentive for filling out the survey. After the event debrief with your organising group and talk about what worked and what could be done differently next time and include the audience feedback if you have it. This is also a good time to thank everyone who was involved in the event. If there is criticism use this positively for your next function.</p> <p>NOTE: Remember to remove publicity e.g. brochures/web information soon after the event.</p>	<ul style="list-style-type: none"> <li>Tell US2 survey <a href="http://www.unisa.edu.au/help/ptellus2/quick-guide.asp">www.unisa.edu.au/help/ptellus2/quick-guide.asp</a></li> </ul>

**APPENDICES**

1. [Event management plan](#)
2. [Dietary Foods Guide](#)
3. [Floor plan template](#)
4. [Table seating plan](#)
5. [Event kit examples](#)

**KEY REFERENCES**

1. Facilities Management Unit's Key Contacts  
<http://www.unisa.edu.au/facilities/profiles/contacts.asp>
2. Facilities Management Unit (including FM Assist) forms  
<http://www.unisa.edu.au/facilities/procedures/forms/csforms.asp>
3. Example of an event checklist  
<http://www-p.unisa.edu.au/restoolkit/docs/eventschecklist.pdf>
4. UniSA Facilities and AV suitability chart (City East, City West, Mawson Lakes, Magill)  
<http://www.unisa.edu.au/facilities/av/avsuitabilities.asp>
5. Marketing and Development Unit - Event templates and examples e.g. name tags, signage, invitations and menus.  
<http://www-p.unisa.edu.au/mdu/events/default.asp>
6. Catering directory  
<http://www-p.unisa.edu.au/cha/knownmgmt/events/default.asp#catering>
7. SA Restaurant guide  
<http://www.restaurant.org.au/searchinstate.aspx?state=SA>

## Appendix 1 - Event Management Plan Template

## Example Only

Task	Detail	Who	Due Date	Cost \$	Done Y/N	Comments
<b>Keynote speaker</b>	Contact Vice Chancellor's Office to see if VC is willing to speak at the event.	Steve to contact VCs office	Wednesday 12 May (so organising group can identify and approach another speaker if required)		Y	VC confirmed to speak at the event. VC only available on certain dates in September.  Liaison VC's Executive Officer Ext 20650
<b>Budget</b>	Confirm the total amount of funds available for this event.	Jane to speak with Director regarding funds.			Y	\$1000 from Division \$1000 Grant funding \$1000 existing budget
<b>Find a venue</b>	Research and shortlist venues for the event. Include analysis of their availability; hire costs, disability access, parking and catering facilities.	Mary and Sarah to research external and internal venues.			Y	Cross reference available dates with VC office. Speak to FM Assist re: Atrium requirements.
<b>Invitation list</b>	Merge existing mailing lists from all the schools.	Megan to contact all schools in the Division and obtain a copy of their research mailing lists and merge these into one document.				
<b>VIPS</b>	Approach VC office, Alumni and MDU regarding VIPS.	Megan to contact VCs office, Alumni and MDU and obtain list of recommended VIPS.			Y	Travel costs required for 2 VIPS.
<b>Invitation Design</b>	Liaise with graphic designer regarding invitation design.	Mary to contact graphic designer and obtain quotes for the design of invitations. Including design and printing timelines and printing costs.			Y	Minimum invitation print run 500 copies, cost \$200 and 3 day turnaround. Graphic design services \$250.00.
<b>Event date</b>	Identify and book event date.	Cross reference venue availability dates with the VC's diary and decide a date. Book the venue and the VC.				
<b>MC</b>	Identify appropriate MC and comperes for the event.	William and Steve to brainstorm possible comperes and check their availability.				
<b>Photography and</b>	Source and book video and	Sarah to book UniSA video and				

Task	Detail	Who	Due Date	Cost \$	Done Y/N	Comments
<b>video</b>	photographers	photography staff for the event date.				
<b>AV equipment</b>	Identify AV equipment required and equipment available from FM Assist and chancellor.	Steve to identify equipment required such as laptop, data projector, speakers, microphone etc and contact FM Assist to identify hire arrangements.				
<b>Catering</b>	Source and obtain quotes for event catering.	Mary and Sarah to identify and book caterer. Ensure quote is obtained in advance before booking. Identify any extra costs such as drinks.				Numbers to be confirmed closer to the date with caterer. Caterer to provide drinks including alcoholic beverages. Caterer to bring own equipment including plates, cups and sauces.
<b>Marketing</b>	Marketing and publicity.	Jane and William to meet with MDU regarding publicity for the event and establish a marketing/publicity plan.				MDU to follow up on media plan and liaise directly with Jane.
<b>Display and promotional material</b>	Identify the UniSA display material available to hire for the event.	Mary and Sarah to identify UniSA banners, lecterns, posters, signs and marketing material available to display and hand out at the event.				
<b>VIPS</b>	Invitations sent to VIPS.	Jane to approach VIPS and identify their availability for the event. Jane to follow up with invitations.				Federal Minister sending a representative in her place.
<b>Travel</b>	Travel for VIPS to be booked	Jane to book travel for VIPS and to confirm arrangements with them.				
<b>Speech notes</b>	Write speech for the VC	Steve to liaise with VC's office regarding the VCs speech and obtain approval from the VC.				
<b>Distribute invitations</b>	Invitations to be distributed to guests.	Megan to obtain approval by manager of mailing list and send invitations to people on the combined mailing list.				
<b>Room decoration</b>	Identify extra room decoration	Jane to order balloons and pot plants for the venue.				Arrive 2 hours before the event to deliver goods.

## Appendix 2 - Dietary Foods Guide

### Dietary Foods Guide: Catering for People on a Coeliac and Lactose-Free Diet Written by Justene Knight

#### Food that is permissible

- Bacon (double check that it does not contain wheat)
- Buckwheat flour
- Corn
- Corn flour (please note it needs to be pure maize corn flour and not wheat-based corn flour)
- Eggs
- Gluten and lactose free bread (available from specialty health food stores and some supermarkets)
- Gluten and lactose free pasta (available from specialty health food stores and sections of supermarkets)
- Haigh's dark chocolate frogs and some other dark products are OK (check ingredients)
- Fish (fresh)
- Fruit (this includes fresh and dried)
- Herbs
- Kidney beans
- Meat (please note: the meat can not have been cooked with any stuffing or flour or contain any thickeners, binders etc)
- Nuts (please note peanuts should be avoided)
- Olive oil
- Rice (please note wild rice is not permitted)
- Rice flour
- Plain rice or corn cakes (please note other varieties may contain gluten and will be unsuitable)
- Potatoes
- Potato flour

- Soya milk (please note the soya milk should not contain any malt)
- Tapioca flour
- Unsweetened jams
- Vegetables

#### Food that is not permissible

- Barley
- Bread in any form
- Bran
- Dairy products including cheese, milk, yoghurt, butter, chocolate etc
- Oats
- Pasta
- Rye
- Wheat, semolina, couscous, spelt, triticale, kamut
- Food that has any of the following in the ingredient list:
  - barley
  - binders
  - filler
  - malt
  - modified food starch
  - starch (please note maize starch is acceptable)
  - thickeners
  - vegetable protein
  - vegetable starch
  - wheat based cornflour
  - wheat based soya sauce

NOTE: pre-mixed spices, sauce mixes often contain wheat flour and are not allowed.

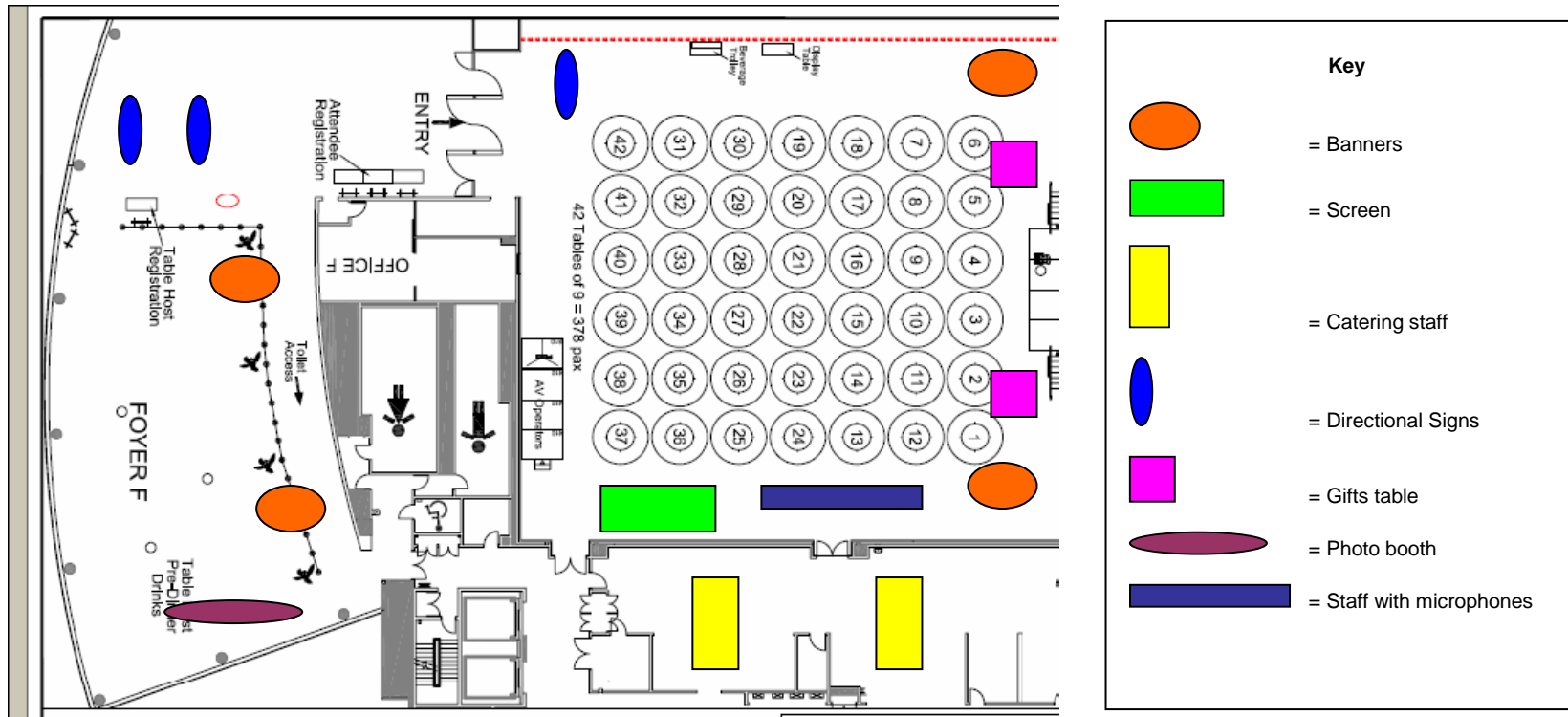
**Appendix 3 - Floor Plan Template**

When putting together a floor plan, consider where everything will go, how this will affect the event running and whether everyone in the audience will be able to see what is happening. Consider entrances, toilets, staging, catering, AV, table settings, decorations and where your staff will be stationed. Consult with the venue hosts - they will be able to help you devise an appropriate setup.

This example is based on a conference room in the Adelaide Convention Centre.

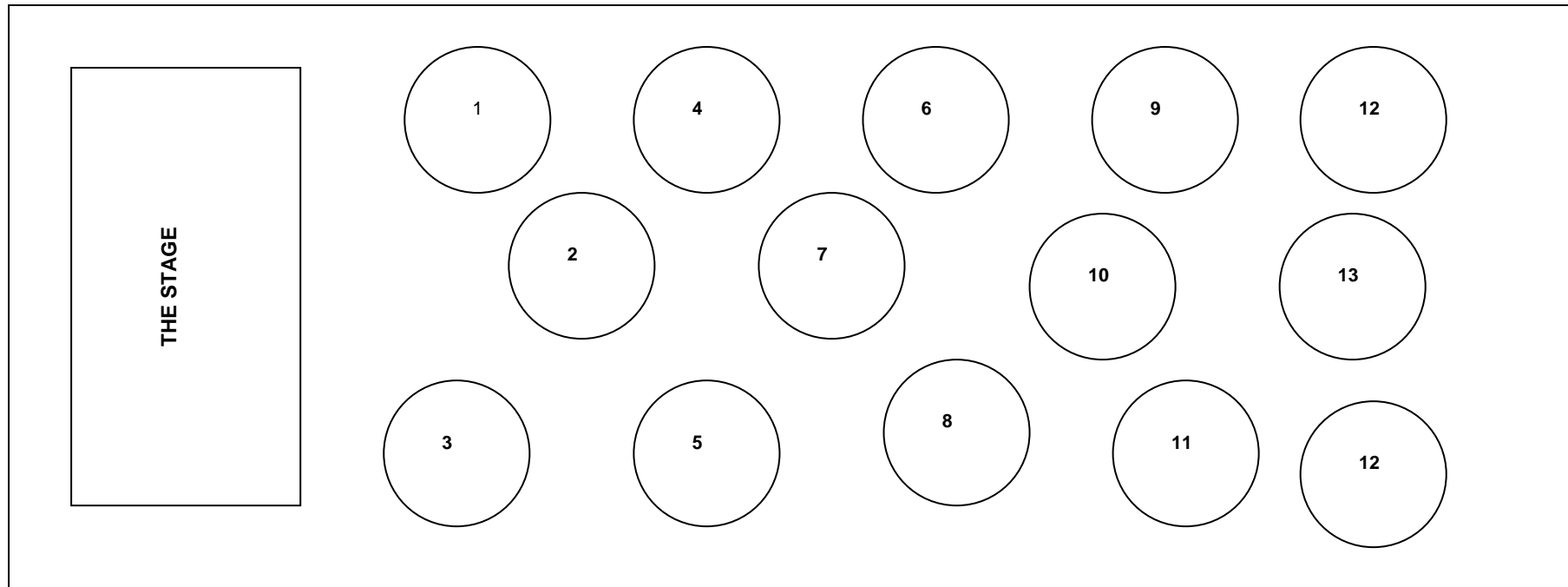
Guests entering from here

Bar station



Appendix 4 - Table Seating Plan Template

<p><b>Table 1</b>                  Peter Parker                  Bruce Wayne                  Clarke Kent                  Diana Prince</p>	<p><b>Table 2</b>                  Charlize Theron                  Vice Chancellor                  Catherine Zeta – Jones                  Angelina Jolie</p>	<p><b>Table 3</b>                  Steve Waugh                  Mark Taylor                  Ricky Ponting                  Alan Border</p>	<p><b>Table 4</b>                  Paris Hilton                  Peter Andre                  Katie Price                  Britney Spears</p>
<p><b>Table 5</b>                  Cate Blanchett                  Heath Ledger                  Nicole Kidman                  Russell Crowe</p>	<p><b>Table 6</b>                  Simon Goodwin                  Andrew Macleod                  Brett Burton                  Tyson Edwards</p>	<p><b>Table 7</b>                  Victoria Beckham                  David Beckham                  Tom Cruise                  Katie Holmes</p>	<p><b>Table 8</b>                  Brad Pitt                  George Clooney                  Sean Connery                  Johnny Depp</p>



## Appendix 5 – Event Kit Content Examples

Externally based Event kit - Contents Checklist;	
Extension cord	
Power board	
Data cable (laptop to data-projector)	
Internet cable	
Dietary signs	
Anti-trip cord cover (Safcord)	
OHP pen	
Biros	
Scissors	
Presenter remote	
Blue-tac	
Sticky/packing tape	
Spare USB	
Spare USB mouse	
Mouse-pad	
Ruler	
Staple remover	
Stapler	
Post-it notes	
Batteries AA & AAA	
A4 hard-cover document holder	
Whiteboard markers	
Permanent markers	
Whiteboard duster	
Whiteboard cleaner	

Internally based Event kit – Contents Checklist;	
Whiteboard markers	
Flip chart markers	
PowerPoint presenter remote	
Blue-tac	
Pen	
Anti-trip cord cover (Safcord)	