

HOW TO: Activity Requests, Room Bookings and External Speakers

For Arts SU SOCIETIES ONLY!



ACTIVITY REQUESTS

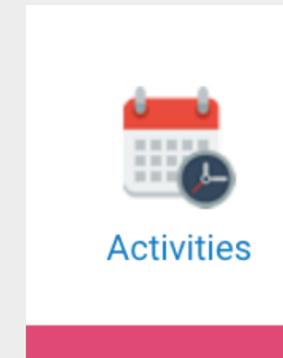
The societies development coordinator should be notified of all your societies activities. You do this by completing a short form that notifies the Community Team and your Coordinator that you have an activity planned that you need approved.



Step 1:

Under Admin Tools, click 'Activities'

Here you can see and edit any activity, room booking, or speaker requests, submit Health and Safety forms you have already made as well as the ones that the coordinator has responded to.



Step 2:

To create a new activity click on the heading 'all activities' then the green button '+ New Activity'

Activities

Home

All activities

+ New activity

Step 3:

Fill in this form with the details requested and if you need to book a Room make sure you tick 'Room Required'.

0/250

• On-Campus Activity

Room required? If selected you'll be asked to submit a Room Request

Visiting Speaker? If selected you'll be asked to submit a Speaker Booking

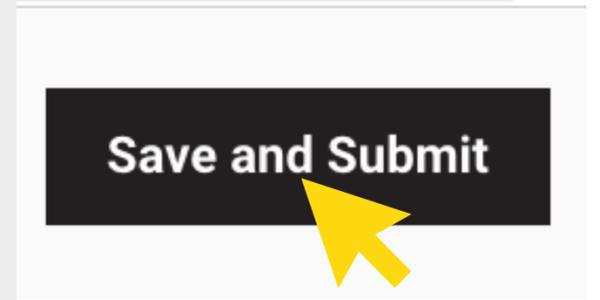
• Full description

Step 4:

If you have a speaker coming to the event, please also tick 'Visiting Speaker'.



Step 5: Submit the form. Make sure you click 'Save and Submit' otherwise your coordinator will not be able to see your form.



Step 6: Now, when you click 'all activities' on your dashboard your new activity should be visible. When you click the activity you will see the 'Forms' section. Below you can see the forms you need to complete.



| Forms | | |
|-----------------------------------|--------------|----------------------|
| + Add form | | |
| Form | Updated Date | Status |
| H&S Checklist | | None |
| Attendee List | | None |
| Room booking | | None |



HEALTH & SAFETY FORM

Step 1: All activity requests **MUST** be submitted with a Health & Safety Checklist. To do so you 'add H&S Checklist' to your Activity Request under the heading 'Forms'

Step 2: You will then be asked whether your activity is covered by your annual risk assessment. Then click 'save & submit'

Step 3: If it is not covered, then you must download and send an additional risk assesment to the societies@su.arts.ac.uk. Your activity request and H&S form will only be approved once this has been submitted,

Forms

+ Add form

Form

Updated Date

Status

H&S Checklist

None

REQUESTING ROOM BOOKINGS

Step 1: If you would like a room booking at UAL you must add a 'Room Booking Form' to your Activity Request.

Step 2: You will be asked for some details about your event and to give and 1st and 2nd choice of college.

Step 3: Make sure you click 'Save and Submit' at the bottom of the form

Step 4: You will receive an automated email reminding you to fill in the H&S form and with instructions to fill in a Risk Assessment form if need be

• Room Booking Form Guidelines and Information

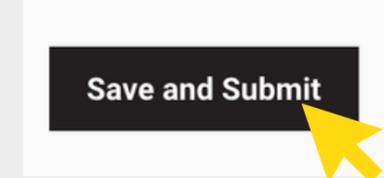
Please read these guidelines before filling in the form below. *

[Guidelines for booking rooms](#)

Room booking – how long does it take?

We require a minimum of 3 weeks' notice (or 7 weeks' notice for CSM) for room bookings. This is based on three things:

1. The deadlines put in place by the college room booking team,
2. How busy the Activities Team are and,
3. Whether your event has any specific requirements that we need to check/confirm.



TIPS FOR ROOM BOOKINGS

There are a number of resources to help you to book rooms on the SU website.

- There is a document containing 'popular spaces for society activities'
- A handy 'virtual tour' function on the UAL website

Some spaces are not bookable by the societies development coordinator. If you have a good relationship with your course leaders, it is always worth asking them directly about whether they could accommodate your society activities.

Some colleges are very hard for me to book rooms at (in particular CSM) so be prepared to be flexible.

- Always include notes on 1st and 2nd choice of colleges.



EXTERNAL SPEAKER FORM

- Step 1:** If you would like a room booking at UAL you must add a 'Speaker Booking Form' to your Activity Request.
- Step 2:** You must confirm that you have sent your speaker the SU External Speaker Policy and that they have agreed to the policy. Please read this document before contacting speaker.
- Step 3:** You will be asked for some details about your event and some background information on your speaker.
- Step 4:** Make sure you click 'Save and Submit' at the bottom of the form
This form should be submitted at least 2 weeks before your event.

• External Speaker Policy

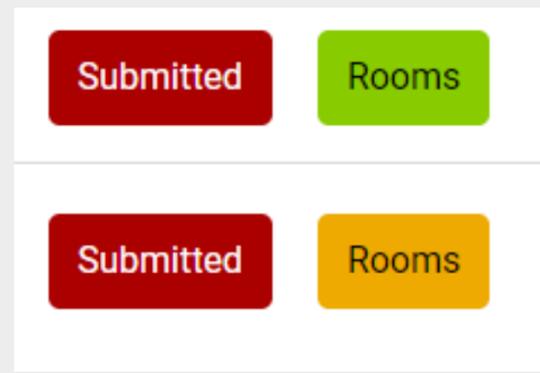
Is your speaker compliant with our External Speaker Policy? * Please read the Arts SU External Speaker Policy [here](#) and provide a copy to your speaker if required.

Yes No I'm not sure

USING THE ACTIVITIES DASHBOARD

This dashboard uses a traffic light system.

Once your request has been 'seen' or acted upon your icon will turn orange and the SDC will leave a note on your request.



Once your form has been approved, it will be turned green and you will receive a notification.

If it is red then it has not been approved

| History | | | |
|-----------------------|---------|-------------------|--|
| Date | Status | By | Notes |
| 11:59 Mon 28 Feb 2022 | Queried | Cunningham, Megan | I have submitted this request and will let you know when approved. |

Keep a look out for questions being submitted to you via this dashboard. You should receive an automated email whenever there are changes to your request. . All changes are recorded in the 'History' section at the bottom of each form

Please refer back to this
slideshow for instructions.
If you have any queries,
please email:

societies@su.arts.ac.uk

or

sports@su.arts.ac.uk

THANK YOU

