

## Running events at Unitec

Here are some of the things you need to consider if you are organising an event at Unitec. Below you'll find some suggestions of people to contact, where to find relevant information and a planning template to make sure you haven't forgotten any important details!

### 1. Location

Think about what kind of space you'll need. Is it just a single meeting room or a lecture theatre? Do you need breakout rooms as well or a space for social gathering, registration or eating?

There are a range of venues across our campuses, some of which are booked through Outlook, some through Timetabling's Web Room Booking facility and some by contacting the space owner directly.

You can find out what's available on the Nest under Resources & Info in the quick links menu: [Booking space – Events and meeting rooms](#)

If you are thinking about using one of the communal areas in Te Puna, there is also a set of guidelines on the same Nest page to help you decide whether or not the space is right for your event. If it meets all the criteria, then please submit an [event booking form](#) (again, via the Nest) and someone from the Events team will respond.

### 2. Health & Safety and contingency planning

Life is full of the unexpected and so are events. Once you have an idea of your perfect event experience start to think about what could change. What will you do if it starts to rain? Do have a plan B if your guest speaker gets sick or stuck on a delayed flight? The more you ask yourself what-if and make plans for it just in case, the more stress-free you will be on event day.

Another consideration is the health and safety of your guests. Every event coordinator must complete an Event Safety Plan (type 'event safety plan' in the search field on the Nest to download the document), and return it to, the Health & Safety General Manager, well before the event. You will need to have fire wardens, fire extinguishers, first aid officers and a first aid kit available at your event.

In each of the venues at Unitec there is a plan in case of an emergency. Please make sure you are familiar with the location of the plan and the steps to carry out in an emergency PRIOR to your event starting. If you have any security concerns, please call Security staff on 021 610 877. For life-threatening emergencies (police, fire service or ambulance), call 111 from any Unitec telephone.

### 3. Communications

How will people find out about the event?

You'll need to send invitations with a link to a Wufoo form or Office 365 form to capture registrations. The copy centre can help you design an email banner.

Contact the [marketing team](#) if the event is relevant to students, and therefore should be promoted on our website and through our social channels.

If the event is open to staff, please list it in the 'what's on' guide on the Nest by submitting the event details under the quick link 'News and events' on the left side of the Nest homepage.

If staff can't attend, but it will have an impact on them (such as car parks closed, or buildings/spaces being used), please submit a staff notice under the quick link 'News and events' on the left side of the Nest homepage.

#### 4. Catering

Do you need food and drink at your event? We have a number of preferred caterers who are used to working with us and can scale up or down depending on your requirements. You can contact:

Supplier	Number	Email	Ordering process	Can provide tea/coffee	Delivery to	Delivery charges	Min order value
Long Black	Yavann on 027654777	<a href="mailto:Café.longblack@gmail.com">Café.longblack@gmail.com</a>	Internal requisition	Yes	Mt Albert only	Free	\$100
Serious Gourmet	095798855	<a href="mailto:orders@seriousgourmet.co.nz">orders@seriousgourmet.co.nz</a>	Purchase order	Yes	Mt Albert/ Waitakere	\$26	NA
Mud Pie	098153354	<a href="mailto:catering@mudpiedeli.co.nz">catering@mudpiedeli.co.nz</a>	Purchase order	Yes	Mt Albert/ Waitakere	Free	NA
Sherry's Catering Kitchen	Anita on 021811085	<a href="mailto:anita@sherrykitchen.co.nz">anita@sherrykitchen.co.nz</a>	Purchase order	Yes	Mt Albert	Free	Suitable for larger events
Wharekai	Ext 7730	<a href="mailto:awade@unitec.ac.nz">awade@unitec.ac.nz</a>	Internal requisition	N/A	For events held in the Wharekai	NA	NA

If your event is for more than 150 people, please contact the [Events team](#) to discuss other catering options.

#### 5. Alcohol

If you are serving alcohol at your event, please ensure that the caterer has someone there with an alcohol licence. The caterer can provide the alcohol, or will also be able to serve alcohol that we supply. For small amounts, it may be cheaper to source it yourself from the supermarket. You must get CE approval to purchase first, in form of an email request.

#### 6. Sound, lighting and staging

For larger events, you might need a sound system, theatre style seating and even a stage. We regularly work with Exhibition Company, V3 to provide the equipment, set it up and run the sound desk for us on the day. Contact Scott Kerr on 0275 812 890 or [Scott@V3.co.nz](mailto:Scott@V3.co.nz)

V3 can also provide seating and other furniture, although Carlton Party Hire is another option for chairs, trestle tables etc.

You can also book Unitec branded display equipment on the Nest, including Unitec signage, banners, flags, plinths, directional signage etc. Click [here](#) to view the full range or to make a booking.

### **7. IT Support**

Do you need a laptop and internet access? While V3 will be able to provide most of the equipment, you should also book someone from IMS to check in with them during the set up to make sure that our systems are working OK.

### **8. Facilities and Security**

Please let the Facilities team know about your event. Book a job with FM Help (under Ask Us / Self Service on the quick links menu on the Nest) if you need car parks allocated to attendees, rubbish bins for catering, and cleaning of the space before and after the event. Also think about things like mats at the entrance point and buckets for umbrellas if it's raining.

You'll need Security for any evening event or large gathering of external people, particularly if alcohol is being served. This should also be booked through FM Help.

### **9. Signage, invitations, name tags etc**

If you need any printed material, book a job with the copy centre to create a design concept and print out all your signs and other material for the day.

If you have any questions about running your event that hasn't been covered here, or need event management support, please email [events@unitec.ac.nz](mailto:events@unitec.ac.nz) with the email title: Event enquiry as the team would be happy to assist.

## 10. Example of an Event Plan

Activity	Completed
<b>Develop event plan</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose of event</li> <li><input type="checkbox"/> Location &amp; floor plan</li> <li><input type="checkbox"/> Theme (if applicable)</li> <li><input type="checkbox"/> Visitor Experience / Content – what will happen at the event? How will the event run?</li> <li><input type="checkbox"/> Set Date &amp; Time</li> <li><input type="checkbox"/> Set Budget</li> </ul>	
<b>Guests</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine who is attending event</li> <li><input type="checkbox"/> Does the CE/Director/Kaumatua need to attend event? Book it in their calendars</li> <li><input type="checkbox"/> Do you need an MC?</li> <li><input type="checkbox"/> How will people find out about event? Invitations / Advertising / Ticketing</li> <li><input type="checkbox"/> Manage attendee list (RSVP)/tickets</li> </ul>	
<b>Venue</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine suitable venue and book the space</li> <li><input type="checkbox"/> Book car parks</li> <li><input type="checkbox"/> Cleaning/Maintenance – does it need special cleaning before/after event?</li> <li><input type="checkbox"/> Do you need Security?</li> <li><input type="checkbox"/> Complete an event safety plan and send it to an H&amp;S Advisor</li> <li><input type="checkbox"/> Register event on the Nest</li> <li><input type="checkbox"/> Create event floor plan</li> <li><input type="checkbox"/> Book IT equipment and IMS support? E.g. laptop, projector</li> <li><input type="checkbox"/> Do you need sound, lighting and staging? Book and agree access timing for set up and pack down</li> <li><input type="checkbox"/> What furniture do you need? (e.g. seating, trestle tables)</li> <li><input type="checkbox"/> Order signage</li> <li><input type="checkbox"/> Order printed material</li> </ul>	
<b>Catering</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do you need catering?</li> <li><input type="checkbox"/> Find caterer &amp; menu</li> <li><input type="checkbox"/> Do any of your guest have special dietary requirements? (e.g. vegetarian, gluten free)</li> <li><input type="checkbox"/> Do you want to serve alcohol?</li> <li><input type="checkbox"/> Does the caterer have an alcohol licence?</li> </ul>	
<b>Staffing</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> What staffing do you need?</li> <li><input type="checkbox"/> Who will be doing what roles &amp; tasks?</li> <li><input type="checkbox"/> Who are the first aid officers and fire wardens?</li> <li><input type="checkbox"/> Brief staff working at event</li> </ul>	
<b>Event Operation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Produce run sheet</li> <li><input type="checkbox"/> Install/remove directional signage</li> <li><input type="checkbox"/> Pack in – set-up additional equipment &amp; arrange venue as per your floor plan</li> <li><input type="checkbox"/> Pack down (clean up) venue</li> <li><input type="checkbox"/> Return any equipment</li> </ul>	
<b>Debrief event with team</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify things that worked well</li> <li><input type="checkbox"/> Identify things that need improvement</li> </ul>	