**ENSA Societies & Sports**

**Event Checklist**

**Summary**

This document details the procedure and checklist when organising Club/Society events.

**Effective Date:** 13/05/2024

**Approved by:** Team Lead Student Engagement

**ENSA contact:** Head of Student Activities

**Last Reviewed/Updated:** 28/05/2025

**Date due for review:** June 2026

**Applies to:** Sports Club & Society Office Holders/Members

1. **Checklist**

Please use this checklist before, during and after you organise Club/Society events.

* 1. **Before**
* Decide who will be the lead organiser for the event.
* Submit idea to the ENSA S&S Events form on the Policy Bank.
* Gain approval from ENSA for the event.
* Get ENSA to review and approve/sign any contracts.
* Complete and upload a risk assessment to your Teams channel.
* Submit any projected expenditure for pre-approval.
* Create event on Native and add tickets.
* Submit Card Reader Booking Form if a card reader is required for the event.
	1. **During**
* Set up the card reader to take any ‘on the door’ sales.
* Ensure health and safety procedures are being followed throughout the event.
* Have fun!
	1. **After**
* Return card reader to the ENSA office.
* Gain feedback from attendees.
* Give feedback to venue/ENSA.
* Showcase your event on social media and tag ENSA!