

Section 4 | Planning for the Event

Why We Need Cameron Hall

4.1 Selection of a venue

In what way will access to the site need to be modified for the duration of the event? (e.g. road closures)

N/A

4.2 Event Promotion & Ticketing

What is the focus or purpose of the event? (e.g. family fun, sporting contest, musical entertainment).

Fun event for club members and fund raising

How is this explained in the promotion and publicity for the event?

" In a blatant fund raising effort your favorite Cameron Hall clubs are at it once again with an all night

Where is the event to be publicised and promoted? (e.g. radio, posters, print media).

Facebook and Email

4.3 Food

What types of food will be available? (e.g. fast food, snacks, meals)

☐ N/A

A pizza run may be organized. Nothing is built into the cost of entrance.

4.4 Smoking (Please note UWA will be smoke free from January 1, 2012)

Will smoking be permitted in any areas?

☐ Yes

☐ No

Will signage be used to clearly indicate areas where smoking is not permitted?

☐ Yes

☒ No

4.5 Waste

Number of Toilets: Male: WC's 21+ Meters of Urinal: 3

Female: WC's: 21+

Do you have sufficient bins to facilitate the amount of rubbish your event will make?

☐ Yes

☐ No

What bins will you be using?

Existing Cameron Hall Bins

Section 5 | Compile a File

5.1 Keeping Documents and Information

Has a filing system been established?

☒ Yes

☐ No

Who is responsible for maintaining the file?

Jonathan Van Buren

Section 6 | Event Audits

6.1 Event Audits

Events may be audited by UWA to ensure they comply with relevant University policies and state legislations.

I agree to comply in all respects with the conditions and regulations for organising and running an event both on and/or off the University Campus.

Event manager: Jonathan Van Buren

Date: 14/01/14