



EVENT PLANNING AND RISK MANAGEMENT

This document explains the procedures for event planning and risk management for Clubs. The GSA requires that all Clubs fill out a form called Accessibility Checklist. The purpose of this procedure is to make events more accessible and safer.

EVENT PROPOSALS

1. All Clubs shall submit an event proposal to the GSA by using the appropriate form available on the GSA Website.
2. All event proposals have different timelines, depending on their nature. Please, refer to the following timelines:
 - a. Meetings, tables and simple events – must be submitted at least one (1) week prior to the date of the event.
 - b. Events with advertising, budgets, display materials – must be submitted at least one (1) week prior to the date of the event.
 - c. Events with security, performers, contracts, venue rentals, bar events, ticket sales – must be submitted a minimum of two weeks (2) to the date of the event.
 - d. Trips out of the city – must be submitted a minimum of three (3) weeks prior to the date of the event.
 - e. Events that require waivers – must be submitted a minimum of three (3) weeks prior to the date of the event.
3. All event proposals shall be reviewed by the GSA Services within one (1) to two (2) weeks of the proposal being submitted.
4. The GSA must approve all event proposal before the event may be held.
5. The GSA shall provide online Waivers to Clubs as deemed necessary from the Club's event proposal. These online forms must be completed a minimum of two (2) days prior to the event taking place.
6. **The Executives and the event organizers have the responsibility to ensure all participants complete the waiver in a timely manner. Participants who do not complete the waiver will not be permitted to participate in the event.**

SECURITY & ALCOHOL

1. All Club events must comply with the Campus Alcohol Policy and the Dry Off-Campus Programming Policy.
2. Any Club hosting an event shall provide at least 2 members committed to monitor the event.

Duties of event monitors:

- (1) Responsible for ensuring that no policy violations occur at the event.
- (2) Reporting any violations to the event organizer, venue staff, or security staff.
- (3) Event monitors and event organizer shall compile a report of the event and submit it within three (3) days of the conclusion of the event.
- (4) Event monitors shall not consume any alcoholic beverages leading up to or during the event.
- (5) Event organizers shall submit a list of event monitors.

EVENT HOSTING

In order to host an event on McMaster University Campus two steps are necessary:

Step 1: Completing an Environmental & Occupational Health Support Services (EOHSS) form and appropriate waivers

- Do you need an EOHSS form to hold an event? **YES!**
- An EVENT is ANYTHING a GSA club does ON or OFF the McMaster Campus.
- EXCEPTION: any booking on the McMaster University Student Centre (MUSC) 2nd floor does NOT require an EOHSS form.
- How do I complete an EOHSS form? Use your OFFICIAL (xxxxxxx@mcmaster.ca) email address and your EOHSS club PIN number.
- ALL EOHSS forms **MUST** be approved by the Director of Operations and an EOHSS staff member. This is done automatically online and the signature page(s) on the hardcopy forms indicate clearly which signatures are required.
- **Waivers are required for specific events, such as Spectator/Cultural/Social Events, Bus Trips, Film showings, absolutely any event involving Alcohol, and any event involving Participatory Sports.**

Step 2: Booking space on the McMaster University campus

- There are three (3) main departments which book space on-campus: [Conference & Event Services](#), [McMaster University Student Centre \(MUSC\) Administration](#) and [Faculty of Health Sciences \(FHS\)](#).
- Each of these departments book space for different areas on campus.
- Each of these departments have differing time requirements, so always pay attention to due dates and deadlines.
- If you wish to book a space on-campus, please contact one of these three (3) departments.
- To arrange access to existing Audio-visual (AV) in classrooms/lecture theatres, please email: Equipment Booking equipbkg@univmail.cis.mcmaster.ca

Booking with Conference & Event Services

Conference & Event Services book space for nearly everywhere on campus, except for: the Student

Centre, booked through MUSC Administration, and Health Sciences Centre (HSC), booked through FHS. Please note, clubs can only book rooms on the first floor of Michael DeGroote Centre for Learning and Discovery (MDCL).

First, make sure you have completed your EOHSS form. Then, go to the [Conference & Event Services website](#) to complete the space booking form.

Booking with McMaster University Student Centre (MUSC)

MUSC Administration helps you book rooms (2nd floor and 3rd floor), information and bake sale tables and banner space in the Student Centre.

To book banner space, tables, and meeting room with MUSC, please visit the [MUSC website](#) and fill out a [Student Group Privilege Form](#). Once this is complete please to complete the appropriate booking form located on the [MUSC website](#) underneath the [Reservations section](#). (Club information table, bake sales, meeting rooms, banners).

NOTE- If you are booking space, on **the 3rd floor**, please complete a **Meeting Request** form first. If the space is available, it will be put on **HOLD** for your group. You will then need to complete an EOHSS form, and submit it to MUSC (via email), who will then **CONFIRM** the booking.

Please be advised that only the executives listed on the Student Group Privilege form can book space with MUSC administration. This is to ensure that the space being utilized is for the actual GSA club, as well as to ensure accountability for the space.

Booking with Faculty of Health Sciences (FHS)

To book rooms with the FHS, please complete the [booking forms](#) on their website. For specific information, please [click here](#).

Other On-Campus Space Bookings

University Club: ucevents@mcmaster.ca

Celebration Hall: catering@mcmaster.ca

Institute of Applied Health Sciences: IAHSroombookings@mohawkcollege.ca

Conferences

Tourism Hamilton is happy to assist groups that are planning on hosting conferences in Hamilton with resources (financial and others). Please check out their [planner page](#) for more information about these opportunities.