EVENT MANAGEMENT POLICY

Section	Campus Facilities
Contact	AVC Operations, International & University Registrar
Last Review	March 2018
Next Review	March 2021
Approval	SLT 14/07/176
Effective Date	July 2014

Purpose:

a. To provide guidance in the planning, organising and delivering of events across all Massey University campuses so they align to the National Events and Sponsorship strategy.

b. To ensure that events delivered across the University are of a consistently high quality and standard, minimising the risks and maximising the opportunities to enhance the University's business and reputation.

Policy:

1) Any party who intends to plan, organise and stage an "Event" on Campus must complete the respective Event Application or Notification Form for the event; and forward it to the respective Campus Events Management office to register and confirm details of the proposed event, no later than 20 days prior to the event commencing.

2) Any party who intends to plan, organise and stage an "Event" off Campus, which is affiliated to Massey University through brand association, sponsorship etc must complete the Event Notification Form and forward it to the National Events and Sponsorship Director to notify them of the details of the proposed event/activity, no later than 30 days prior to the event commencing.

3) If required, prior approval for particular aspects of the event must be obtained from the appropriate departments, i.e. Campus based Operations, Facilities Management, Risk Management, Health and Safety, ,etc and such approval must be confirmed on the Event Application or Notification Form for the event.

Definitions:

Event: Any occasion of importance or significance involving the attendance of numerous people (staff, students, parents of students, student representatives, members of industry, commerce or the community, dignitaries and invited guests) for a specific purpose related to Massey University activity, business or community involvement.

- An event may be a one-off, regular or annual occasion
- It may be staged on or off Campus
- It is generally planned, organised and staged by Massey University, or in conjunction with other internal or external bodies or stakeholders, e.g. City Council.
- It may be held on Campus but managed by an external party who has contracted to use the University's facilities and venue

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- It excludes normal academic and staff only occasions such a lectures, tutorials, workshops, block courses, field trips, and staff meetings/workshops/functions that form part of an academic paper and programme or a management process and are scheduled throughout a semester or academic year. While these occasions may be considered to be events in their own right, these are undertaken within a clearly established ongoing planning and management framework utilising a range of University infrastructure and support services. Stand-alone events such as guest lectures or lecture series would be included.

Event Categories: - All University events fall into one of the following categories as per the National Events and Sponsorship strategy:

- **Defining Events** - represent a high level value to the University across multiple platforms and are usually delivered by the National Events and Sponsorship Team – events can include Awards, Forums, Dignitary functions and dinners.
- **Major Events** - provide a platform for the University through multiple channels and are usually delivered by Campus Events Management – events can include Conferences, Open Days.
- **Business Events** – these events are part of a wider offer within the University and have potential growth - events can include stakeholder functions.
- **General Events** - have limited benefit to the University's wider strategy but are important for relationship building – events can include celebrations, one-off lectures and workshops, or sporting activities.

Audience:

All parties who plan organise and deliver events on Massey campuses or other locations on behalf of Massey University.

Relevant Legislation:

Health and Safety in Employment Act 1992, and Amendments
Injury Prevention, Rehabilitation Compensation Act 2001

Legal Compliance:

Health and Safety in Employment Act requires Massey University to take all practicable steps to identify hazards in the workplace and to ensure that people working or visiting the University premises are not harmed from any hazard in or arising in the workplace. Accordingly, Massey University has a duty of care to staff, contractors and visitors taking part in any event on our campus.

Related Procedures:

Risk Management Policy
Health and Safety Policy
Guidelines for Activities on Campus
Event Application Form (for Manawatu Campus events)
Event Notification Form (for Albany and Wellington Campus events, and off-Campus events)

Document Management Control:

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