

# Event Permissions

The Event Permissions Group met on Wednesday 20 March 2013, to discuss the possibility of reducing the current 6 week deadline for event applications, and to consider a fast-track system for Week 1, at the request of Lisa Williams in the VCO on behalf of the PVC Academic.

The Group comprises:

- Simon Dunford, Assistant Head of Communications, ARM (or a Press Office representative)
- Michael McCormack, Risk Management Advisor, EST
- David Thurkettle, Senior Resident Tutor, DOS

and is co-ordinated by the Campus Services Co-ordinator, EST, Helen Mount.

The Guidelines and forms currently used for Event Permissions can be found here:

<http://www.uea.ac.uk/estates/Campuservices/informationandfacilities/events-on-campus>

The Group looked at the variety of events requested and concluded that they could be broken down to minimise the deadline period as follows:

- Basic Stalls/Stands promoting a society or event – 1 week
- Small events (such as flashmobs, dance displays, performances etc) – 3 weeks
- Major events (as identified in the Major Events Guidelines document) – 6 weeks

The major events were unlikely to affect Student Societies and would probably be received from any external organisers wishing to use the campus for an event.

The Group wished to highlight that by reducing the deadline period, this also meant that it would minimise the time available to organisers to promote the event and finalise any bookings with external companies, and that despite the reduction in time, organisers should still be encouraged to apply as far ahead as possible.

The Group also discussed the fast tracking of events for Week 1. Week 1 events were not usually permitted due to the large number of very short notice requests received for this week. The Group agreed that these events were organised by those going into Years 2+, and during Societies Training in the first semester, they had been encouraged to consider events before or during the summer for Week 1.

David Thurkettle advised that his previous University had a 'first impressions group' to co-ordinate the welcome given to new students during that first week, and the Group agreed that the activities for Week 1 should not primarily be down to Student Union and Societies to arrange, but should be a UEA co-ordinated week of events. This would remove the need for fast-tracking events in that first week.

The Group wishes to work with the event organisers to find a suitable balance, whilst not compromising the reputation of the University or the health and safety of those on campus or participating in any events.