

## Define

- Define event type (size, type, complexity, audience/guests)
- Obtain written support from your UMT member/Head of School/Director
- Appoint an Event Controller (EC) and sign EC form (save electronically titled "Name of Event EC Form")
- Complete the [Risk Matrix](#) to determine the risk score for your event (save electronically titled "Name of Event RM")

## Book

- Complete the [online Meeting Room/Events Booking Request Form](#) (as soon as you are aware of the requirement)
- Upload signed Event Controller form & completed risk matrix (mandatory to submit the booking request form)
- Await confirmation of venue booking from [Space@universityofgalway.ie](mailto:Space@universityofgalway.ie)

## Plan

- Read the [Event Management Plan & Risk Assessments](#) document and begin to fill it in (this contains headings to prompt you to think about event management elements you may need to consider)
- Procure 3rd Party service providers if applicable and gather their insurances to [insurance@universityofgalway.ie](mailto:insurance@universityofgalway.ie)

## Submit

- Finalise your Event Management Plan
- Complete the [Venue Set Up Checklist](#)
- Email both documents to [space@universityofgalway.ie](mailto:space@universityofgalway.ie) within the specified times dependent on the risk level determined in your completed risk matrix - See timelines outlined below.

	Low Risk	Medium Risk	High Risk
<b>Event Management Plan and Risk Assessment</b>	Must be submitted to Buildings and Estates <b>two weeks</b> in advance.	Must be submitted to Buildings and Estates <b>one month</b> in advance	Must be submitted to Buildings and Estates <b>three months</b> in advance
<b>Venue Set Up Checklist</b>	Must be submitted to Buildings and Estates <b>two weeks</b> in advance	Must be submitted to Buildings and Estates <b>one month</b> in advance	Must be submitted to Buildings and Estates <b>three months</b> in advance
<b>Approvals</b>	Approval in principle within two weeks	Approval in principle within one month, along with appropriate feedback	Approval in principle within eight weeks, along with appropriate feedback

Venue Set Up Checklist and event plans can be revised within one week of the event providing the changes do not alter either the risk profile or scope of the event. Subsequent revisions of the event plans submitted must be numbered and dated to avoid confusion and maintain document control.