

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

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

Submit

- Finalise your Event Management Plan
- Complete the [Venue Set Up Checklist](#)
- Email both documents to 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
Event Management Plan and Risk Assessment	Must be submitted to Buildings and Estates two weeks in advance.	Must be submitted to Buildings and Estates one month in advance	Must be submitted to Buildings and Estates three months in advance
Venue Set Up Checklist	Must be submitted to Buildings and Estates two weeks in advance	Must be submitted to Buildings and Estates one month in advance	Must be submitted to Buildings and Estates three months in advance
Approvals	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.