Liverpool Guild of Students
160 Mount Pleasant, L3 5TR
+44 (0) 151 794 6868
www.liverpoolguild.org

Charity Number: 1137398
Company Number: 07324992

General Committee: Event Planning

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What we will cover in todays session

- The HEAR and Your Role
- How to plan an Activity or Event
- Inclusive Events Planning
- Activity Ideas
- Finding Resources

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Higher Education Achievement Report

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HEAR

- Opportunity to have your non-academic activity recognised on your academic transcript
- Guild activity verified by us
- Have to meet certain protocols, with different protocols for different roles
- Volunteer Agreement
- Your responsibility to send evidence to the Guild to show that you've completed the protocol

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HEAR – Transferable skills

Elected by peers	• Self-confidence and positive attitude
Attend Training	• Self-management
Attend Drop-in	• Communication. Problem solving.
Plan Events	• Creativity. Numeracy. Critical thinking.
Maintain Contact with Guild	• Communication. Team working.

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How do I get my Guild activity uploaded to my HEAR?

- Complete the committee details survey – this is in your society inbox.
- You can find a PDF of the protocols on the Guild website.
- As you work towards these protocols, keep evidence of your work
- Evidence includes but is not limited to:
    - dates you attended drop-in
    - paperwork relating to events
    - screenshots of your social media posts about events/activities
    - meeting minutes
    - reports delivered at AGM
    - email chains between you and Guild staff.
- In Semester 2 we will invite you to submit your evidence
- We will keep a record of whether you have achieved the HEAR and will send this to the University.
- The University will upload your HEAR to your e-portfolio and will add to your degree transcript

Activities and events

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Before you start…

The most important thing about an event is the idea behind it

- What do you want to put on?
- Who are your intended audience?
- Where would it best take place?
- When is the best time for it?

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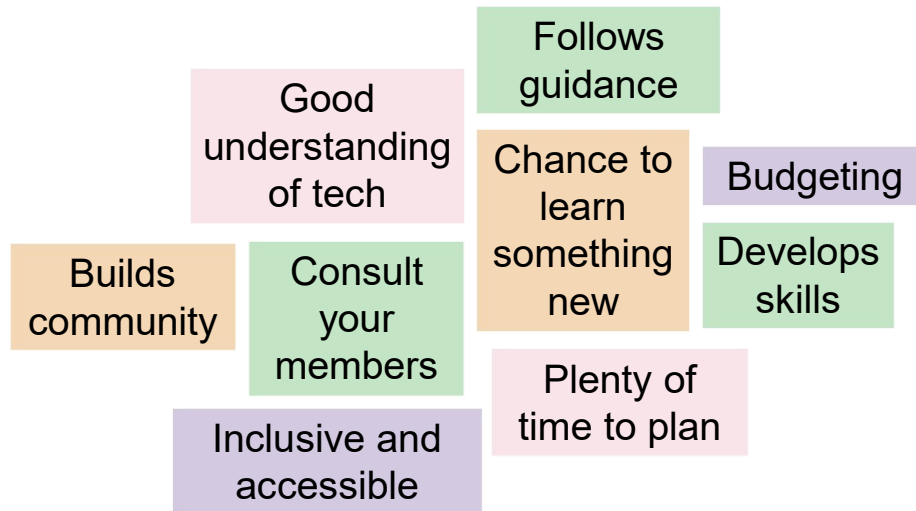
Inclusivity and accessibility

- **Disabled students including those with mental health conditions**
- **Those who don't drink**
- **Trans students**
- **Gender Segregation**
  If you are thinking of doing an event for only a specific gender, please come and talk to us about it first!

- **Students of faith**
- **Students on placement or with working responsibilities**
- **Mature students**
- **Post grad students**
- **International students**
- **Student parents/carers**

Disabled Students -Do you think about what language you use when describing your activity/members?
Do you take the time to actively engage new members and ask about their needs?
Are you providing a safe space for your members?
Accessibility – can everyone physically access/engage with the activity?

Alcohol - Is alcohol a regular component at your events?

Trans Students - Have you asked your members what their preferred pronouns are?
Do you use gender neutral language where possible?

Students of Faith – Does your activity clash with religious observance?
Have you taken account of religious festivals and that some students may be unavailable during these times?

Placement Students - Does your activity start too early or finish too late?

Mature Students - Is your activity typically catering to younger students?

Postgrad Students - Is you activity and it's advertisements planned with just undergrad students in mind?

International Students - Does your activity consider cultural differences?
What language doe you use to advertise your events?

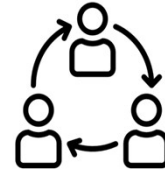Parents/Carers - Is your activity family friendly? If so, have you advertised this?

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How do you make your event accessible and inclusive?

Share event materials

Respond to feedback

Share good successes and practice

Use closed captions

Press record!
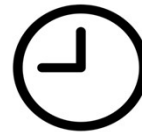
Keep to timings

Expect the unexpected

Agree a suitable date

Incorporate breaks

Hosting software

Agree a date, ensuring it does not clash with any major religious holidays/dates, or negatively impact those who are carers in terms of timings – we understand all timings cant fit everyone – so instead, just put on more events at different times e.g. a evening social and a coffee morning.

If online, incorporate short breaks if the event is longer than 1 hour.

Decide which software you will use, i.e. Teams or Zoom. The closed caption function on teams can be used by individuals participating in a meeting, and an be used by the host of live events which can be used as a transcript if you're recording your event. It can be a bit hit and miss depending on accents so it's important to ask the speaker to annunciate and not speak too fast to make sure this function can work as well as possible.

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- **Remember to use the closed caption function and remind attendees also.**
- **Don't forget to record the event for sharing afterward - it will ask attendees if they consent if using Zoom. Be clear about how the recording will be used.**
- **Keep to timings** – have someone available to keep an eye on time and prompt the

speaker if things are running over, this ensures any breaks can be taken when they should be, which might be of particular importance when considering disability.

- **Expect the unexpected:** This applies to any event, but doing things right during the planning phase should reduce the potential for things to go wrong.

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- Share any materials/transcripts/recordings in an accessible format as soon as possible after the event.
- Respond to feedback – be open so you can learn from this for your next event
- Share good practice with each other – we will be hosting networking sessions for your categories where you can share your experiences of online events, what's worked, what hasn't and also how you can collaborate.

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Activity Ideas

- Growing comps
- Photo comps
- Guest speakers
- Fancy dress
- Talent show
- Virtual volunt-eering
- Zoom dinner parties
- Online food tasting
- Craft sessions
- Panel Discussions
- Escape Room
- Murder Mystery
- Ready Steady Cook
- Game shows
- Online debates
- Watch parties
- Art comps
- Skills work-shops
- Lip Sync Battles
- Open Mic nights
- Coffee morning
- Afternoon tea
- Charades
- Careers events
- Technical classes
- Collab Playlist
- Kahoot
- Study Sessions
- Podcasts
- Online Games

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All the forms and resources you will need to run an event are in the Society Handbook under Activity Resources.

The societies team are here to support you with all things societies. From event planning, to brainstorming ideas, helping with the direction of the society, any financial, health and safety or logistical issues. Also here for a general chat and love hearing about what your society is up to.

It is important for you to keep in touch with your coordinator so that your society will run smoothly. It is also a requirement of your HEAR.

Maintain contact with Guild Staff: Measured by looking at who has been emailing us. Make sure you sign off your emails with your name not just the name of your society!

Attend drop-in with your coordinator: We keep a drop-in log so make sure you come along and say hello!

Medical socs and Student Media need to be keeping in touch with Hannah
Affecting Change, Sharing Activity and Performing Arts are with Tor
Academic, Celebrating Culture, and Celebrating Faith are with Emily.

If you are not sure what category you are from, pop your society name in the chat and someone will let you know what category you are.

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Keeping in touch

Our Student Activities Admin Inbox:

saadmin@liverpool.ac.uk

Drop-Ins in-person and via Zoom:

	Tor	Emily	Hannah	Kira
Monday	5-6PM			
Tuesday	1-3PM	5-6PM		
Wednesday	11-12PM		4-6PM	
Thursday		3-5PM		
Friday		1-3PM		11-12PM

Zoom links and passwords for drop-ins are found in your Society Coordinator's email signature.

In-person drop in's are held in Activity Space 5 (main corridor of Guild)