

# MONSU CLUBS + SOCIETIES

## EVENT CHECKLIST



MONSU.CAULFIELD

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MONSU Clubs + Societies Event Checklist gives you a brief overview of all the necessary steps you must complete to ensure your event is compliant with MONSU Caulfield and Monash University.

Please contact [club.support@monsu.org](mailto:club.support@monsu.org) with any questions.

## STEP 1. BRAINSTORM YOUR EVENT

- **Event Venue:** Decide where the event could be held, (on-campus/off campus, inside/outside, etc)
  - If you are planning an off-campus event, this must be discussed with Events Coordinator before any forms are submitted.
- **Event Date**
- **Event Time:** Start time and end time, how long will the event run
- **Event Purpose:** What is the event for? (eg. welcome event, end of exams, networking, skills workshop)
- **Event Size:** Is it a small or large event?
- **Number of Attendees:** An estimated number of attendees, what is the capacity or ideal size for the event to fit the purpose, how many student do you think may attend
- **Food + Drinks:** Will you have food or drinks, will you be organising food or hiring catering?
- **Tickets:** Is this event ticketed? How do you get a scope on numbers?

## STEP 2. CONFIRM YOUR EVENT DATE

- DO NOT book your event on the same day or night as a MONSU Caulfield event, that serves a similar purpose. Check with the Student Development Coordinator or Event Coordinator before scheduling your event if you are unsure.
- You can collaborate with a MONSU Caulfield event, to get more traction for your event — reach out to your Student Development Coordinator to discuss.

## STEP 3. BOOK YOUR VENUE

- On-campus events book through Monash Venues or for Building S (email Events Coordinator)
- Off-campus events ensure you read through any written agreements thoroughly.
  - Do NOT book a venue without speaking to your Events Coordinator first.
- Please complete all bookings through your delegated club email.



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## STEP 4. SUBMIT A SARA

- Submit your SARA [here](#)
- ['How to complete a SARA' — Video Tutorial](#)
- [SARA Cheat Sheet](#)
- **Important Note:** Record the reference number of your SARA to include in your Function Fact Sheet (FFS)

## STEP 5. COMPLETE A FUNCTION FACT SHEET (FFS)

- Fill out Function Fact Sheet [here](#)
- Watch ['How to complete a Function Fact Sheet' — Video Tutorial](#) for assistance
- Confirmed date, time and location of your event
- Please note professional caterers for on-campus events require a catering license.
- Check with your committee if you need for any equipment booking from MONSU Caulfield (options listed in FFS form)

## STEP 6. SELL TICKETS THROUGH MONSU CAULFIELD'S TICKETING SYSTEM

- Complete the Humantix Request form [here](#)
- The price of tickets is up to you, including free tickets (aka. registration)  
Gives you a heads-up on how many people may attend
- Have your cover photo and description ready
- Watch ['How to complete Humantix Request form' — Video Tutorial](#) for assistance

## STEP 7. PROMOTE YOUR EVENT

- Please do not promote your event until your SARA and FFS have *both* been approved
- Encouraged to use social media, on-campus posters and emails to members

