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| --- |
| Club Name(s): *[Club Name]* |
| Faculty Constituency: *[Faculty/School Name]*  *(If relevant)* |

|  |  |
| --- | --- |
| **Overnight Event Title:** | *[Event Name]* |
| **Date of Event:** | *[DD/MM/YYYY – DD/MM/YYYY]* |

|  |  |
| --- | --- |
| Checklist Completed by: | *[Name]* |
| Signature: | *[Initials]* | Date: *[DD/MM/YYYY]* |

|  |  |
| --- | --- |
| **Description of Event:** | *[Brief of event including target audience, purpose and key details]* |
| **Location:** | *[Venue Address]* |
| **Key Contacts:** | Club’s Primary Contact:[First/Last Name – Phone Number] Venue’s Primary Contact: [First/Last Name – Phone Number] UNSW Staff Contact: : [First/Last Name – Phone Number] Arc Clubs Staff Contact: : [First/Last Name – Phone Number] |

Attendance Statistics

|  |  |
| --- | --- |
| Total # of Expected Attendees: | *[i.e., 100]* |
| Total # of Facilitators (Execs/Leaders) | *[i.e., 20]* |
| # of First Aid Trained Facilitators: | *[i.e., 5]* |
| # of Responsible Service of Alcohol Certified Facilitators:  *(If alcohol is provided)* | *[i.e., 5]* |
| # of Mental Health First Aid Trained Facilitators | *[i.e., 2]* |

**Arc Clubs Recommendations**

These are the essential ingredients to running an overnight event. We highly recommend that your Club considers these steps to ensure a safe and well run (As well as freeing yourself from some stress).

**All Attendees Must:**

[Sign an Acknowledgment of Understanding of the UNSW Student Code of Conduct](https://www.unsw.edu.au/planning-assurance/conduct-integrity/conduct-unsw/student-conduct-integrity/student-code-conduct)

[Sign a Terms, Conditions, Release & Waiver](https://www.arc.unsw.edu.au/uploads/Club%20Camp%20Terms,%20Conditions,%20Release%20&%20Waiver%20Template%20v2%2019-2-21.docx)

[Complete an Online Gendered Violence Training](https://www.arc.unsw.edu.au/clubs/club-forms/sexual-misconduct-resources/gendered-misconduct-training)

**Clubs Must:**

[Complete a Risk Assessment](https://www.estate.unsw.edu.au/sites/default/files/documents/HS017_Risk_Management_Form_BLANK.pdf)

Attend the Overnight Events Training session at a Club Executive Training Day

If alcohol is provided, at least 1 valid RSA certified Facilitator per 50 attendees

If alcohol is provided AND under 18 people are attending, arrange for wristbands to be handed out to all OVER 18 attendees​

If you have any questions about how to implement these recommendations, please contact [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au) for further information.

Beyond these key recommendations, Arc Clubs has compiled a list of things you should also consider in the following pages. Whilst these are common to-do items, they may or may not be relevant to your specific overnight event.

**Before Taking Registrations**

Review handover / debrief from previous similar events

Ensure a member of Executive has attended Arc Clubs overnight events training session

Delegate leads for key areas

(i.e., Venue, transport, marketing, activities & training)

Confirm with your Faculty/School sponsor and meet a staff member to discuss (if relevant)

Confirm dates with venue

Confirm insurance requirements with venue

Read, understand and sign your contractual obligations

*Seek advice from Arc Legal (*[*advice@arc.unsw.edu.au*](mailto:advice@arc.unsw.edu.au)*) if unsure*

Confirm requirements of venue / conditions of entry

Confirm transportation details

Confirm budget including ticket price and sales to break-even

Use Arc Terms, Conditions, Release & Waiver Template

*Decide on details such as refund policy*

Book a check-in with Arc Clubs to discuss planning and compliance

Set-up registration platform

*Make sure important details are captured, especially birthdate, emergency contact details, allergies etc.*

Determine if under 18’s will be accepted (we recommend you limit your event to strictly over 18s)

Create promotional materials

Event page, captions, posters and any further marketing strategies

**At Least 4 Weeks Prior to Overnight Event**

Complete risk assessment for Club President to sign-off AND/OR Relevant Faculty/School contact to sign-off

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| --- |
| You should bring all your documentation to a meeting with your relevant faculty, school or UNSW staff sponsor so they can provide feedback. Your faculty or school may need to formally sign off on your event. |

**At Least 2 Weeks Prior to Overnight Event**

Complete draft of runsheet and activities; seek advice from Arc Clubs on more risky activities (like drinking or dares)

Check if any registered attendees are under the age of 18

Make an information pack for attendees with key details

Transport, locations, packing list etc.

Confirm number of Facilitators with current First Aid, RSA and MHFA training certificates

*(We suggest 1:50 RSA, 1:50 First Aid, 1:100 MHFA)*

Collect Gendered Violence Training Certificates from all attendees

*(Certificates Valid for 12 Months)*

Collect Terms, Conditions, Release & Waiver Form submissions of all attendees

Create equipment list and purchase any necessary

*(Keep a record of all receipts)*

Contact venue for emergency procedures, on-site first aid, nearest hospital and other notes to be aware of

Ensure that camp facilitators have a plan for early departure

Arrange safe space cabins

Arrange first aid areas

Consider weather contingencies (Wet weather, lightning etc.)

**At Least 1 Week Prior to Overnight Event**

Finalise runsheet and activities

Provide training/briefing for Facilitators

Purchase any outstanding items on the equipment list *(Keep a record of all receipts)*

Confirm all attendees have submitted Gendered Violence Training Certificates *(Certificates Valid for 12 Months)*

Confirm all attendees have submitted their signed Terms, Conditions, Release & Waiver Form

IF alcohol is provided, confirm at least one facilitator per 20 attendees

IF alcohol is provided AND under 18 people are attending, arrange for wristbands to be handed out to all OVER 18 attendees

Create a roster for first aid supervision

Create a roster for safe space supervision

**During the Event**

Collect all materials

Confirm arrival time with venue *(Especially if there are delays with transport)*

Have facilitators arrive early to help set up

Present safety briefing including First Aid trained facilitators, emergency protocols etc.

Present consent briefing including where to find safe spaces and identify grievance officers

Provide an Emergency Contact Sheet for attendees in case of incidents

Ensure Facilitators have contact details of attendees readily available

Maintain good relationships with the venue staff

Conduct regular welfare checks with all participants and remind them of behaviours and safe spaces

Have fun!

**After the Event**

Debrief event with facilitators

* + Identify what went well, challenges and things to improve for next time

Report any ‘notifiable events’ to Arc Clubs via the [Incident Report Form](https://www.arc.unsw.edu.au/clubs/club-forms/arc-club-incident-report)

* + Notifiable events include: Injuries, theft, drug/alcohol related incidents, abuse of power, bullying or harassment, gendered violence, property damage and anytime emergency services are called