

Info Sheet: Events

Running events is the best way to introduce new members to your Club.

This info sheet goes over all the important things you need to know about running successful club events, from small events on campus to large, overnight events.

▶ This info sheet works in tandem with **Info Sheet: Rubric, Bookings and Resources**, which covers the booking and resources available to clubs for their events.

▶ This info sheet works in tandem with **Info Sheet: Marketing**, which covers how to market your events.

▶ This info sheet works in tandem with **Info Sheet: Risk and Compliance**, which covers the risks that must be considered when running club events.

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1. Arc Events

As an Arc-affiliated Club, you are able to participate in a range of events and opportunities run by Arc, which allow you to showcase your society to students and the wider community. This section provides details on events managed by the Arc Clubs team – any other events run by other departments (like Arc Volunteering or UNSW) are excluded from this info sheet.

Occasionally, Arc representatives may contact your club about opportunities to contribute to Arc or UNSW facilitated events. These opportunities will often be communicated through the Arc Clubs Newsletter, or on the Arc Clubs Instagram: [@arcclubleaders](https://www.instagram.com/arcclubleaders).

Each event will have an application process, which includes filling out an expression of interest form on Rubric via your Club's Rubric account, and paying a refundable bond to secure your Club's spot at each event. Generally, each event outlined below is held at UNSW's Kensington campus.

If you are thinking about starting a new club, it's important to be aware of upcoming events you may want to be a part of and plan your affiliation accordingly.

Below is not an exhaustive list, and our event offers are subject to change annually.

General On the Day Event Policies

When attending Arc Events, there are a few rules and procedures we need you to follow so that all students can have a great time, and your Club stays safe.

On the Day Event Policies:

- Follow all directions given by Arc Staff and Volunteers;
- Be respectful and appropriate towards Arc Staff and Volunteers;
- Clubs must clean their area at the end of each day;
- Clubs must not take chairs or tables from classrooms;
- Clubs must not use pins or sticky tape. Appropriate alternatives include paper masking tape, cable ties and blu-tac;
- Clubs must be respectful and appropriate to attendees;
- Be respectful of other Clubs and their stalls, especially neighboring Clubs;
- Clubs may play appropriate music (Please use common sense);
 - Any requests to turn down or change music must be followed.
- No lighter than air items (e.g. no helium balloons);
- Lollipop sign stick heads must be wood or lighter (no metal).

Failure to follow these policies may result in, but is not limited to any of the following actions:

- A strike against your Club;
- Forfeiture of your bond payment;
- Removal from the event;
- Suspension from future events;
- Suspension or disaffiliation with Arc.

No Show Policy

Many of our major events require expensive infrastructure, such as your stalls, tables, chairs, electricity etc. As such, it's important that when you register your Club for an event, you attend that event.

Failure to follow these policies may result in, but is not limited to any of the following actions:

- A strike against your Club;
- Forfeiture of your bond payment;
- Suspension from future events;
- Suspension or disaffiliation with Arc.

That being said, we understand things go wrong. That's okay! Please let us know as soon as possible that you will not be able to attend so that we can make arrangements.

Sponsorship Rules

1. Clubs must not invite external sponsors to promote at any Arc or UNSW event or host any events/activities on behalf of an external sponsor.
 - If an external sponsor would like to host an event or activity, please kindly direct them to Arc's Sponsorship & Advertising team: [Arc: Sponsorship & Advertising](#)
2. Clubs must not promote external sponsors – Arc events are about promoting your club!
 - For example, you can promote your on-going partnership with a company as part of your offering to students, but not their latest products.
 - Similarly, you cannot hand out fliers or promotional material on behalf of any external organisations.
- You cannot hand out sponsor merchandise unless they are part of a Club branded membership pack.
 - Membership packs can be in the form of custom Club bags or unbranded paper bags (please avoid the use of plastic for sustainability reasons).
 - Merchandise handed out must in some way benefit your Club, or your Club members. Such as a membership sign-up incentive or prizes for an activity.
- No merchandise or promotional material of any kind is permitted from companies that encourage academic malpractice.

- Any Clubs found with merch/material from these companies will be issued a strike and have merch/material confiscated.

If you are ever unsure whether your potential sponsor breaches the above rules, contact Arc Clubs.

Promoting Arc & UNSW Events

When participating in an Arc or UNSW event, your society may be asked to promote the event through social media or Rubric. We recommend promoting an event your society is included in to ensure your club members are aware of the details and are more likely to come and support your club.

O-Week

O-Week, or Orientation Week, is the best opportunity for new students to experience university life and be introduced to UNSW and Arc.

When: Week 0, every term.

What is involved? Run a stall showcasing your Club.

Applications Open: Applications open 6+ weeks before O-Week.

Allocation Deadline: Allocations are finalised 4 weeks before O-Week.

Additional information is updated annually in the [O-Week Info Pack](#).

Discovery Fest

Discovery Fest is where we welcome back current students for another term of study!

When: Week 1, every term.

What is involved? Run a stall showcasing your Club, or an activity/activation promoting your Club.

Applications Open: Applications open 7+ weeks before Discovery Fest.

Allocation Deadline: Allocations are finalised 5 weeks before Discovery Fest.

Additional information is updated annually in the [Discovery Fest Info Pack](#).

Games Galore

Clubs host a wide variety of games for students to come play! You do not have to be a gaming focused Club, any Clubs can participate in the event just bring an activity, game or fun thing for students to play and enjoy.

When: Week 3, term 1 & term 3.

What is involved? Run a stall with a game or activity.

Applications Open: Applications open 5+ weeks before Games Galore.

Allocation Deadline: Allocations are finalised 3 weeks before Games Galore.

Additional information is updated annually in the [Games Galore Info Pack](#).

International Markets

International Markets celebrate cultural diversity on campus through a shared love of food and music! The event serves as a great opportunity to showcase cultures and cuisines from around the world.

When: Week 7, term 1 & term 3.

What is involved? Run a stall selling food/drinks.

Applications Open: Applications open 9+ weeks before International Markets.

Allocation Deadline: Allocations are finalised 5 weeks before International Markets.

Additional information is updated annually in the [International Markets Info Pack](#).

HobbyCon

HobbyCon is Arc's very own mini expo celebrating creativity, hobbies, and gaming! Featuring games, art and music. We have an Artist Alley where people will sell their art, a stage for performances, Clubs activations including gaming, hobbies, craft and more.

When: Week 7, term 2.

What is involved? Run a stall, host an activity, workshop, performance or sell art.

Application Period: Applications open 9+ weeks before HobbyCon.

Allocation Deadline: Allocations are finalised 5 weeks before HobbyCon.

Additional information is updated annually in the [HobbyCon Info Pack](#).

Clubs Takeover

Clubs Takeover is an opportunity for you to promote your Club and any upcoming events through the universal language of FREE food!

When: Every Wednesday during the standard teaching period, term 1, 2, 3.

What is involved? Run a stall, hand out free food and promote your Club/future events.

Application Period: Applications open 4 weeks before week 1, each term.

Allocation Deadline: Applications remain open until all slots for the term are filled.

Additional information is updated annually in the [Clubs Takeover Info Pack](#).

2. Running Club Events

Events are one of the best ways for Clubs to bring people together, introduce new members to your society, showcase Club culture and create the kind of student experience people remember. A good event does not need to be huge. A free BBQ, a study night, a workshop, a cultural showcase, a networking night and a major performance can all be strong events when the purpose is clear, and the planning matches the scale.

Identify Your Event's Purpose

Before organising the logistics of an event, it's important for your Executive team to agree on what the event is meant to achieve. Defining the purpose of your event will help shape the format, budget ticketing, promotion, and any risks to be aware of.

Common event purposes include:

Proposed Purpose	Narrowing the Scope	Event Examples
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Recruiting new members	A great introduction to a Club is an easy, low stakes event. Think, easy to join, open to everyone, low-cost or free.	BBQs, board games/activities, stalls, and social meet ups.
Building community	Events focused on the community aspect of your Club, like interacting with other members, connecting and learning.	Workshops, discussion focused, competitions, group trips, shared meals, and recurring catchups.
Showcasing your Club's culture	More structured events that showcase what makes your Club unique, and who your Club represents for UNSW students.	Performances, cultural nights, exhibitions, showcases, or collaboration events.
Raising Funds	Wanting to fundraise for an upcoming event/activity? Choose a format and price that is realistic and achievable.	BBQs, raffles, bake sales, and art sales. You could also organise a larger showcase, but be aware of logistical costs for running a larger event.
Professional or academic value	Events focused on a profession/academic interest.	Networking nights, panels, industry events, speaker sessions, and skill-building workshops. These events are a great opportunity to engage UNSW Faculty/School members as well.

Event Types

Different events need different levels of planning. The bigger, riskier or more expensive the event, the more time and attention your Executive will need to organise and plan.

Event type	Examples	Planning focus
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Simple or recurring event	Study session, games nights, casual catch-up, small workshop	Room booking, promotion, simple run sheet
Food-based event	BBQ, bake sale, shared meal, cultural food night	Food safety, dietary needs, budget, weather backup
Ticketed or higher-cost event	Gala dinner, ball, networking night, paid workshop	Detailed budget, ticket pricing, venue booking, fundraising, promotion
Large-scale event	Cultural night, major performance, major external venue event	Early Arc consultation, detailed budget, run sheet, site map, consult with Estate Management, supplier documents
High-risk event	Alcohol, physical activity, travel, large crowds, external contractors	Risk assessment, waivers/terms, contingency planning
Overnight event	Camp, retreat, multi-day trip	Early Arc consult, accommodation, travel, emergency contacts, detailed risk controls

The Planning Process

Strong events start with a clear plan and a good delegation of responsibilities amongst your team. The timeline does not need to be the same for every event. A weekly BBQ might only need a short planning cycle if your Club already knows the process, while a gala dinner, showcase or external venue event may need months of preparation.

The important thing is that your Club has a clear plan for what needs to happen, who owns each task and when each task must be finished. To support a strong event, keep all event planning in a folder and document everything.

Some useful planning documents include:

Document type	Why it's important
Event brief	A one-page summary of the purpose, date, location, audience, event type and key contacts.

Detailed budget	Include income like ticket sales, sponsorships, fundraisers and expenses such as catering, venue hire and supplies. Also include statuses of payments and links to invoices/receipts.
Workplan	Task list with owners, deadlines, and status.
Timeline	The key dates for bookings, promotion, ticketing, supplier decisions, risk documentation and team check-ins.
Run sheet	The on-day schedule from set-up to pack-down, including who is responsible for each moment.
Site map	a simple map showing entrances, exits, tables, chairs, activity zones, queues and food service locations
Team roster	Who is working, when they are working, what role they have and who they report to.
Risk assessment	Hazards, likelihood, consequences, controls and who is responsible. <i>Details on risk assessments can be found in Info Sheet: Risk & Compliance.</i>
Marketing plan	What will be promoted, when, where, and what does it look like? <i>Details on marketing can be found in Info Sheet: Marketing.</i>

Do not rely on one person to remember/organise everything. Use a shared folder so the whole team can see how the event planning is going.

Clubs that run recurring events should also build reusable templates. A standard budget template, run sheet, booking request draft and task list can save time and make events more consistent. Templates should still be checked and updated for each event, but they give the next team a much stronger starting point.

Budgeting: Income and Expenditure

Every event should have a budget, even if the event is free. The budget helps your Club decide whether your proposed event is realistic, whether ticketing is needed, and whether Arc funding or external sponsorship should be considered.

A basic budget should include:

Budget type	Details
Expenses	Venue hire, catering, equipment, decorations, performers, security, cleaning, transport, printing, cleaning supplies, marketing materials and other expected expenses.
Income	Ticket sales, Arc grants, sponsorship, fundraising, stall income or other expected revenue.
Links to evidence	Quotes, invoices, receipts, proof of payment, bank transfer screenshots, and any income reports.
Assumptions	Expected attendance, ticket price, member/non-member pricing, supplier costs and what happens if attendance is lower than expected.

Keep the budget easy to read. Break costs into categories, show what is estimated versus confirmed, and keep a running total. Always budget realistically or conservatively rather than the best-case scenario to help prevent major overspending.

Arc Club Grants

Events held by your Club may be entitled to Arc funding, depending on the nature of the event, and any additional documentation provided. This is a great way for Club's to recoup money they spend to run an Event, and to expand the scope of an event through additional funding.

► See [Info Sheet: Funding & Grants](#), which covers the available Arc Grants for Clubs.

Sponsorships

Sponsorships can help Clubs run bigger or better events, but there are contractual aspects associated with this revenue stream. It's important to understand what the sponsor is providing, what your Club is promising in return, and whether the sponsorship creates any restrictions or risk.

► See [Info Sheet: Marketing](#), which covers attracting and maintaining external sponsorship relationships.

Ticketing 101

All Arc-affiliated Club events are required to be published and ticketed through Rubric where ticketing applies. Ticketing is useful when your Club needs to manage capacity, recover costs, confirm attendance or collect attendee information before the event.

Ticketing usually makes sense for:

- Gala dinners, balls and high-cost social events;
- Ticketed performances or showcases;
- Workshops with limited places or paid materials;
- Events with catering numbers that must be confirmed;
- Off-campus or external venue events;
- Events where attendee terms and conditions need to be accepted during registration.

Ticketing may not be the best choice when the purpose is broad outreach, casual engagement or recruiting new members. Free, low-barrier events such as BBQs, stalls, casual games, or drop-in activities often work better when students can join easily.

If your Club wishes to apply for an Arc activity grant, you will need to provide attendance records. If your event isn't ticketed, a simple registration process that does not make the event feel closed off is also acceptable.

When setting ticket prices, consider:

- The actual cost per person;
- How many people are likely to attend;
- Whether the Club needs to break even, subsidise the event or raise funds;
- Whether the price will make the event inaccessible to the target audience;
- Having different price brackets like early bird and final release.

If ticket fees or other compulsory fees are charged to attendees, non-Arc members must be charged at least 110% of the Arc member fee. For example, if Arc members are charged \$10, non-Arc members should be charged at least \$11. If the Club also charges different prices for Club members and non-Club members, the pricing may become a four-tier structure. See an example breakdown below:

Membership status	Example price
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Arc member, Club member	\$10
Arc member, non-Club member	\$11
Non-Arc member, Club member	\$12.50
Non-Arc member, non-Club member	\$15

Venue and Resource Bookings

Consider what space suits the event and what capacity and resources you need. For example, an on-campus BBQ for your fundraiser or a large space with a stage for a performance. Venue and resource bookings should happen as early as possible, especially for on-campus spaces. Some bookings take several business days to process, and same-day responses are not guaranteed.

Clubs may need to arrange:

- CATS room or indoor space booking;
- Outdoor event booking, including BBQs;
- Roundhouse or UNSW Venue and Events booking;
- Arc Music Room or Dance Room booking;
- Arc resources such as tables, chairs, speakers or other equipment;
- Estate Management resources such as bins, cleaners or security.

Once the booking is confirmed, save the confirmation and check the conditions. Make sure you understand and document arrival times, pack-down times, room capacity, furniture rules, food rules, technology access, staffing requirements, cleaning requirements, noise limits and costs. It's also important to have your confirmation slip on hand during the event.

► See [Info Sheet: Rubric, Bookings & Resources](#), which covers indoor and outdoor booking information, and resources available for Arc Clubs events.

Waivers and Terms & Conditions

Where the nature of your event might involve a lot of risk, Club members (or whomever is participating) should be asked to sign a waiver of liability before participating.

A waiver is like a warning that there are risks involved in participating (however unlikely they may be) and asking participants if they will assume those risks and participate

anyway. It is good practice to use a waiver if there is a chance that participants could get hurt (or suffer property loss) at a Club event (e.g. social sports, bush walking, overnight camps).

Clubs can use an event waiver form when there is no online registration for your event. If you do have online registration, your Club should use the Club Events Terms & Conditions document instead:

- [Clubs Event Waivers Template](#)
- [Clubs Event Terms & Conditions](#)

► See [Info Sheet: Risk & Compliance](#) for more information regarding using waivers and terms & conditions for your Club events.

Events Involving Food

For food-based events, Clubs should encourage anyone handling or serving food to complete the free [NSW Food Authority Food Handler Basics](#) training. This course can provide a certificate of acknowledgement, but it is not the same as Food Safety Supervisor training.

Engagement

Promotion gets people to the event, but engagement is what makes them stay, participate, and come back.

Timeline	Things to Consider
Before the event	• Publish the event on Rubric; • Make social media posts; • Put up posters on Campus; • Email Club members; • Promote the event at club meetings, other events and through group chats; • Hand out flyers on campus; • Attend Arc events and use them as an opportunity to promote your event.
During the event	• Have friendly Club representatives at the entry or main activity area; • Give people something to do upon arrival;

	• Make it easy for new students to join conversations/activities; • Use signage, name tags or prompts where useful; • Create a clear pathway to join the Club, follow socials or attend the next event; • Make directions obvious, especially for rooms, outdoor areas, queues, registration and food; • Keep helpful resources visible, such as QR codes, Club sign-up links, event schedules or activity instructions.
After the event	• Thank attendees and volunteers; • Share photos or a recap; • Follow up with links, resources or next steps; • Invite feedback; • Post on socials about the event success; • encourage attendees to join the next activity.

Attendee Journey

A strong event should make sense to the person attending, not only to the people organising it. Imagine being a student walking through the event from start to finish: seeing the promotion, deciding to attend, finding the location, arriving, joining the activity, asking questions, leaving and knowing what to do next.

It can help to explain the event to a friend who is not involved in planning it. Ask what feels clear, what sounds confusing, and what would make them more likely to attend. A fresh perspective often catches assumptions the planning team has stopped noticing.

Consider:

- How will attendees know where to go?
- Can they understand what the event is from the promotion?
- Is the arrival point obvious?
- Is the event welcoming for someone who does not know anyone?
- Is there a clear activity or reason to stay?
- Are dietary, accessibility, cultural and safety needs considered?
- Are queues, payments, sign-ins and food service easy to follow?
- Is there a plan for late arrivals, early departures, lost property and questions?
- Will attendees know what to do next if they enjoyed the event?

This is where the site map, run sheet and team roster matter. If the event looks good on paper but feels confusing for attendees, simplify the flow and explain information more clearly.

Contingency Planning

Contingency planning should start early and continue throughout the event planning process. It is not only a final check before the event. When your Club is choosing a venue, supplier, date, or format, you should also ask what happens if that plan changes.

A contingency plan helps you decide what to do if:

- The weather changes;
- The venue becomes unavailable;
- Attendance is higher or lower than expected;
- A supplier cancels;
- Someone is injured or distressed;
- Equipment fails;
- The event runs over time;
- Your Club needs to be cancelled or postponed.

Contingency planning and risk assessment are connected, but they are not exactly the same. A contingency plan is a practical backup plan. A risk assessment is the formal document that records hazards, consequences, controls and who is responsible for managing them. Both should be consistently updated as the event becomes clearer.

Day of Event

For the day of your event, you should have one central place where the team can find the crucial information. This can be a shared document, spreadsheet, or folder. The point is that team members should not have to search through messages to find the run sheet, emergency contact, or venue information.

Before the event starts, the team should know who is in charge and how decisions will be made. Use one team communication channel and make sure key documents are easy to access.

The game day plan should include:

- A run sheet;
- A team roster;
- A site map;
- Emergency contacts;
- Supplier contacts;
- First aid or venue support information;
- Club corflute or Arc logo for Arc activity grant pictures.

During the event, keep an eye on the actual experience and make notes. This is super helpful for later when you reflect on the event.

Post Event Debrief

The event is not finished when the room is packed down. A good debrief helps your Executives understand what actually happened, improve the next event and leave useful records for future executives.

The purpose of a debrief is not to pretend everything was fine or to blame people if something went wrong. It is a practical reflection. The team should be honest about what worked, what was stressful, what confused attendees, what took too much time and what needs to change next time.

Hold the debrief soon after the event, ideally within a week. Include the people who planned the event and the people who worked on the day.

Useful debrief questions:

- Did the event achieve its purpose?
- What worked well for attendees?
- What was confusing, stressful or harder than expected?
- Was the budget accurate?
- Did the run sheet work?
- Were there any incidents, near misses, complaints or accessibility issues?
- Was the team roster realistic?
- What would we repeat?
- What would we change?
- What should future executives know?

The best debriefs produce clear next steps, not just a conversation. Record the lessons, update templates, and save the information somewhere the next team can find it. If this is a recurring event, update the budget template, booking draft, run sheet, roster or supplier notes while the details are still fresh.

3. Overnight Events

Our priority is ensuring that students have a fun, enjoyable and safe time at overnight events. For the purposes of this info sheet, Arc considers an overnight event any event where accommodation is booked for Club members. This includes but is not limited to:

- Club Camps
- Team Building Road Trips
- Educational Conferences
- Regional School Workshop
- Out of Sydney Competitions
- Out of Sydney Trips

This mandatory procedure assists Clubs leaders by providing them with guidance and support in putting together their overnight events. Clubs are required to complete ALL the tasks outlined in the next section prior to the first day of their overnight event.

This procedure ensures that Arc can be more aware of when UNSW students are going off campus so that we can support Club Leaders to meet their member's safety & wellbeing obligations. This will also mean that new executives organising major events will have Arc's resources, institutional knowledge and guidance so that you don't forget anything.

Clubs that fail to meet this obligation will have consequence. This includes but is not limited to;

- Being restricted from Arc grants;
- Lose access to CATS & Outdoor Bookings;
- Suspension or disaffiliation of the Club from Arc.

Overnight Events Overview

There are two categories of requirements for overnight events:

1. Tasks that must be completed by ALL attendees;
2. Tasks that must be completed by the Club.

All Attendees Must:	Clubs Must:
Sign an Acknowledgment of Understanding of the UNSW Student Code of Conduct	Register your camp on Rubric & meet with Arc Clubs for a mandatory Overnight Events Consult
Sign a Terms, Conditions, Release & Waiver	Complete a Risk Assessment
Complete the Online Gendered Violence Training	Fill out a Pre-Departure Briefing template with your event details. This must be sent to all attendees and Arc Clubs.
	Organise and attend an overnight events consult with Arc Clubs.
Share any dietary requirements	• If alcohol is provided, there must be at least 1 valid RSA certified facilitator per 50 attendees, or part thereof. • If individuals under the age of 18 are attending, arrange for wristbands to be handed out to them.
Share any relevant medical or accessibility requirements	Have at least 1 executive attend the Student Welfare in-person training each year.
	Ensure all overnight event leaders hold a Working with Children's Check (WWCC) and have at least 1 valid First Aid Certified leader per 50 attendees, or part thereof.
	Complete an overnight events checklist
	Submit a Post-Event Report to Arc within 72 hours after the event

All Attendee Requirements

It's important that all your overnight event attendees, both UNSW students and non-UNSW students understand the behaviour that is expected and acceptable at an Arc-affiliated club event. To attend an overnight event run by an affiliated club, all attendees must complete the following:

1. [Sign an Acknowledgment of Understanding of the UNSW Student Code of Conduct](#) or a Code of Conduct from their respective Universities.
2. [Sign a Terms, Conditions, Release & Waiver](#)
3. [Complete an Online Gendered Violence Training](#)

Do not submit any of these signed documents to Arc Clubs unless specified. These documents should be held onto by your executive team organising the event. Arc Clubs staff may request a copy of these documents if necessary.

Club Requirements

1. [Register your camp](#) on Rubric.
2. [Complete a Risk Assessment.](#)
 - Review **Info Sheet: Risk & Compliance** for guidance on risks and risk assessments.
 - This must be drafted and brought with you to your overnight events consult.
3. [Meet with Arc Clubs for a mandatory Overnight Events Consult.](#)
 - In this consult, you will be asked about how your leadership team will comply with relevant policies and procedural expectations, and discuss the risk assessment drafted for the event.
 - You will also have the opportunity to ask Arc about any logistical questions and concerns.
4. Send a [Pre-Departure Briefing](#) to all attendees and Arc Clubs.
 - We have created a [Pre-Departure Briefing template](#) that will standardise documentation and informational requirements that are provided to attendees.
 - This will mean that attendees and Arc will be informed in a timely manner about what to expect from the event & how to be best prepared.
5. If your event involves alcohol:
 - There must be at least 1 valid RSA certified facilitator per 50 attendees.
 - If alcohol is provided AND there will be individuals under the age of 18 attending, arrange for wristbands to be handed out to all 18+ attendees.
6. Submit a [Post-Event Report](#) to Arc within 72 hours after the event.
 - This must be completed by club leaders organising the overnight event within 72 hours after returning from the event.
 - This report gives leaders the opportunity to pre-emptively let us know about any noteworthy things that may have happened.

- This is distinct from the incident report form (both must be filled in the case of an incident or grievance).
- 7. If your event has under 18's attending or participating all involved Club leaders (Execs, Directors, Subcommittee, Camp Leaders etc.) of the overnight event will be required to hold Working with Children Checks.

Consent at Overnight Events

Consent means saying yes... and respecting the right to say no.

Under recent changes to NSW law, consent must be affirmative. This means that it is not enough to assume someone is consenting just because they are not fighting back or saying no; you must be able to establish how you obtained someone's consent.

Obtaining consent can be verbal (saying "yes!") or can be non-verbal (body language). Under this framework, consent must be positive, meaning it must be an enthusiastic 'yes,' not just the absence of a 'no.'

There are some situations in which you can't give consent. This includes if you are:

- Significantly intoxicated or affected by drugs;
- Unable to understand what you are consenting to (i.e. there must be informed consent);
- Intimidated, coerced or threatened;
- Submitting to the abuse of authority of a professional or any other trusted person;
- Held against your will;
- Under the age of consent (16 years).

For Arc-affiliated Clubs, all attendees and organisers must complete the [online Gendered Violence Training](#) before attending the camp or any other overnight activity.

This training can give you more resources and information to prepare you to have a conversation about consent, as well as ensure that your attendees have a good understanding of consent and other gendered misconduct topics.

Your Club is responsible for ensuring that all participants have completed the training ahead of attending your overnight event – the training course will generate a certificate of completion that they can send to you as verification.

If you are running a Club camp, we also recommend that you run consent talks for your campers. If you require support to be able to deliver these talks, email Arc Clubs for resources and guidance.

Alcohol at Overnight Events

Many overnight events serve alcohol to attendees, and that is totally fine. But, there are some things you need to be aware of when you're serving alcohol, as you have a responsibility to provide a safe environment for your attendees.

Here are some ways to ensure your camper's safety:

1. A verbal briefing at the start of the event to all attendees reminding them of the behavioral expectations around general safety, bullying, hazing, harassment, assault & gendered based violence.
2. All individuals serving alcohol must have a valid RSA certificate and must themselves not be under the influence of alcohol.
3. Do not serve alcohol to people under 18 years of age.
 - Anyone attending the camp under the age of 18 must wear a wristband to indicate as such and camp leaders are responsible for ensuring that these attendees do not have access to alcohol.
4. Dry people:
 - Having two or more designated people that are not drinking means that there are people monitoring the behaviour of attendees.
5. Grievance/harassment officers:
 - It is important that there are people present who are designated to receive disclosures of any form of sexual assault or harassment. Attendees should be aware who these people are and we strongly recommend that they be first responder trained.
 - To organise this training please contact Arc Clubs.
6. Reporting procedures:
 - The Club Executive and overnight event organisers should make themselves aware of how to report gendered violence at UNSW before the camp goes ahead in case an incident occurs.
7. Cut people off:
 - Make sure you cut people off the alcohol if they seem too intoxicated.
8. Make sure contacts are available:

- Try putting contact details of Grievance Officers and/or designated dry attendees on the walls of bathrooms, as well as contacts for other support services.
- 9. If anyone becomes unwell as a result of significant intoxication, event leaders and executives must have a plan for how to transport that person to receive appropriate care.

Safe Spaces at Overnight Events

It is recommended that you set aside appropriate spaces at your overnight event facility that can be used in situations where participants experiencing harassment/assault, or (in a separate space) participants that are significantly intoxicated or affected by drugs can be escorted to.

These spaces should be a safe and comfortable environment for the occupants, e.g. where practical, situate them a reasonable distance away from key activity areas, e.g. main social gathering locations.

When there are participants using these spaces, there should be assigned organisers/leaders regularly checking on the participants and providing support where needed – the Grievance Officer/proxy could be a good fit for this responsibility. You should also provide appropriate resources to participants using these spaces, including contacts for support services and select overnight event organisers.

Overnight Event Resources

Find below a range of resources that will support your overnight events, and meet Arc Clubs requirements:

Pre-Event Documents:

1. [Overnight Events Checklist](#): Make sure you've got everything sorted to make your overnight event run smoothly!
2. [Terms, Conditions, Release & Waiver Template](#): A template for setting out the conditions of entry and expectations for your event!
3. [Overnight Event Runsheet Template](#): Make sure everyone's on the same page with our comprehensive runsheet template!

Training relevant to overnight events include:

1. [Gendered Violence Training](#): This training will raise your awareness about gendered violence, so we can ensure everyone feels welcome, respected, and safe in our Clubs and at our events.
2. [First Aid Training Providers](#): Find all accredited HLTAID003 (Provide First Aid) providers. Remember, Arc will provide some funding for training under an asset grant!
3. [Responsible Services of Alcohol Training Providers](#): Find all NSW approved RSA providers. Remember, Arc will provide some funding for training under an asset grant!
4. [Apply for a Working with Children Check | Service NSW](#): To obtain your free Working With Children Check please go to this website and follow the instructions.

Additional Arc Resources:

- [Gendered Violence Resources](#)
- [Sexual Assault & Misconduct](#)
- [Wellness & Support](#)
- [Arc Legal & Advocacy](#)