



Running Events Guide

BPP University Clubs & Societies — 2025/26

Introduction

This guide takes you through everything you need to know to plan, approve, and run a successful society event: from the initial idea through to post-event wrap-up.

Section 1: Planning Your Event

1.1 Define Your Event

Start by answering these questions:

- What is the purpose of the event? (social, cultural, professional/academic, wellbeing)
- Who is it for — society members only, or open to all BPP students?
- How many people do you expect?
- Will you have any external speakers or guests?
- Will food, alcohol, or other refreshments be involved?

1.2 Choose a Date

- Avoid BPP exam periods and major university events — check with your Clubs and Societies Officer
- We need at least 3 weeks' notice for events and 25 Working Days for any event with Guest Speakers.
- Check with your committee and key attendees before fixing the date

1.3 Booking a Venue or Space

1. Contact your Clubs and Societies Officer with your preferred dates, estimated attendance, and room requirements
 2. They will then will liaise with the facilities team on your behalf
 3. You will receive written confirmation of your booking – do not promote the event until you have this.
- External venues (off-campus) require additional approval. Raise this early with your Clubs and Societies Officer.

Section 2: Getting Approval

2.1 Submit an Event Proposal Form

The Event Proposal Form must be submitted at least 3 weeks before the event. It covers the event basics and logistics. Your Clubs and Societies Officer will confirm approval in writing within five working days.

2.2 Complete a Risk Assessment (In-Person Events Only)

A Risk Assessment Form is required for every in-person event.

Your Clubs and Societies Officer will complete this on the Societies' Behalf.

2.3 External Speakers

If your event involves anyone speaking who is not a BPP student or staff member, you must follow the Freedom of Speech & Guest Speaker Policy. We need to be notified of any Guest Speakers 25 working days before the event is due to take place. This allows us and our Safeguarding team to confirm and approve the Guest Speaker.

Section 3: Promoting Your Event

- Only promote your event after you have received written approval from Your Clubs and Societies Officer.
- To share on official BPP SA channels, email your content to engage@bpp.com at least five working days before you want it to go live

Section 4: Running the Event

4.1 On the Day

- Arrive early — at least an hour before doors open.
- Brief all committee members and volunteers on the plan and their roles
- Try to keep track of the number of attendees to let Your Clubs and Societies Officer know after the event.

4.2 Welfare and Safeguarding

- Your Wellbeing Officer should be present and identifiable at all society events. If they can't be, let Your Clubs and Societies Officer know, and we can allocate a member of staff who is Mental Health First Aid Trained.
- If there is an immediate safety concern, contact campus security or emergency services first, then inform your Clubs and Societies Officer.

4.3 After the Event

- Collect and store any sign-in sheets, receipts, or financial records
- Share a short event summary with your Clubs and Societies Officer within one week
- Gather member feedback – Use the Event Feedback Form to Gather Feedback – <https://feedback.bpp.com/s/AYR11O/>
- Thank your speakers, volunteers, and attendees

