

## UTS EVENT APPROVAL REQUEST

### Who should use this form and why?

This form is to be signed off by a staff member with **Band 4 Delegation** (Faculty Manager or above) to accept financial, safety, security and reputational risk associated with the event. Sending a completed form to **Security Services** enables Security to determine level of security presence required at an event which is particularly relevant with large groups of guests (100+), presence of alcohol, and / or VIPs. The event sponsor should also retain a copy of the form for record keeping purposes.

### When must the form be completed?

One working week prior to event set up.

### What is an event?

An event is identified as an activity that invites internal and / or external guests onsite or offsite to showcase UTS scholarship and / or research, contributes to staff and / or student engagement and/ or encourages the wider public engagement with UTS.

Please read the **Public Spaces and Facilities Management Vice-Chancellor's Directive**

### PLEASE RESPOND TO ALL QUESTIONS

EPS Event ID:

Event name:

Date:

Event start time:

Event finish time:

Describe set up and/or pack down requirements:

Location-room number(s):

Number in attendance: External Internal

No. of minors / school children in attendance:

Is alcohol to be served? Yes No

If YES please provide details of RSA provider, and duration of alcohol service:

Is special access required for the event? Yes No

If YES please advise:

Are VIPs in attendance? (e.g. Dignitary, Member of Parliament): Yes No

If YES please advise:

Emergency contact: Mobile:

Is the activity low or medium risk? (refer to flow chart for levels): Low Medium

**NOTE: Ensure all staff and contractors involved will not block exits, and or egress.**

**Contact the Emergency Coordinator in Security Services for guidance.**

By signing this form, I as event sponsor declare I have considered the risks arising from the set-up, execution and breakdown of this event, and have consulted the relevant UTS service providers and stakeholders.

Event Producer Name: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Manager / Director / Dean: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO SUBMIT YOUR REQUEST:

Print, sign and email to **UTS Security**

## RESOURCES AND CONTACTS

- > EPS Event ID is a unique identifier generated when an event is entered into the Events Planning System (EPS). For EPS access and training please email the [EPS administrator](#).
- > Review the flow chart as part of preparation and planning for each event
- > The Events, Exhibitions and Production department within the Marketing and Communication Unit can provide advice for on-campus event management processes, email [events@uts.edu.au](mailto:events@uts.edu.au)
- > The Safety and Wellbeing department can assist with health and safety risk assessments that may be required for the event, email [safetyandwellbeing@uts.edu.au](mailto:safetyandwellbeing@uts.edu.au)
- > For parking in any buildings other than Buildings 10-11 (including any boom gate requests) or for any other security related requirements contact Security Services, email [security.general@uts.edu.au](mailto:security.general@uts.edu.au)
- > Any Emergency related enquiries can be directed to the Emergency Coordinator, email [emergency@uts.edu.au](mailto:emergency@uts.edu.au)
- > For cleaning requests please contact Central Services, email [Cleaning.Requests@uts.edu.au](mailto:Cleaning.Requests@uts.edu.au)