Event Booking Guidance
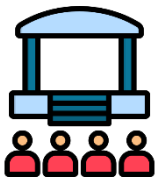# for Kellogg College Members

Purpose of this Guidance

This guidance is intended to help College members plan successful, safe and compliant events **within the College**. It ensures that all required information is collected at the outset so we can support your event appropriately.

Initial planning

Before you start taking practical steps to organise your event, consider the following questions to help you plan appropriately.

	Purpose: What is the event's goal? (e.g. academic or professional learning, social networking, cultural celebration, sports or recreation). *Consider who you might want to involve or collaborate with to get the most from your event.*
	Audience: Who are you targeting? (e.g. students only, all Kellogg members, University members, external guests?) *Consider how you will tailor your event to meet audience needs or expectations, and whether you need to put some promotional effort in to get participants. Talk to the Communications Team for advice.*
	Venue and format: What kind of space and facilities do you need? *Consider the various room capacities and set-up possibilities of College spaces, so that you book a space that meets your needs, with the facilities you require. Talk to the Events Team for advice.*
	Budget: Do you know how much it will cost and how you will pay for it? (Consider venue, catering, AV, decorations, printing, etc.) *Consider if you could find additional budget from your department, student groups or other sponsors for your event.*
	College values and policies: All events must align with College values and policies – including our Code of Practice on Freedom of Speech, our responsibilities under the Prevent Duty, and health and safety regulations. (These policies are listed in the Governance section of the College website.) *Please ensure you are familiar with these policies before making your booking.*

Once you have done your initial planning, you can begin taking practical steps to organise your event.

Make your booking enquiry early!

You should contact the Kellogg College Events Office as soon as possible, and usually **at least 4-6 weeks before** the proposed date of your event, to check venue availability.

Email the Events Team or complete the online form to make your initial enquiry with the events team. (This can be found in the drop-down menu under Venue Hire on the College website.)

What happens next

The Events team will reply to request logistical details in order to confirm availability for your booking.

Depending on the type and format of your event, you may need to provide further information or secure additional approvals:

1. **If your event involves external contractors**, you may be asked to provide their proof of public liability insurance, and/or a risk assessment.

2. **If your event is deemed high risk** (e.g. for reasons considered under Freedom of Speech legislation, the Prevent Duty or Public Sector Equality Duty), your event may be referred to the College Dean for approval or referral to University Proctors.

3. **If your event is a College event to be advertised on the College website**, you will be asked to complete the Event Promotion Form[1] to assist the Communications Team with promoting your event. (A link to the form will be sent to you with your booking confirmation.)

4. **Students only:** Once you have received confirmation that the event may go ahead, you will be asked to complete a **Student Booking Agreement.**

Once your event details are confirmed

The Events team will support you through the final logistical arrangements for your event.

If your event is a College event (i.e. free and open to College members and/or the general public), and you have completed the Event Promotion Form, the Communications team will list your event on the College website, and be happy to help promote it through College networks and channels.

The responsibility lies with you to keep these teams informed of your needs, and to ensure you give plenty of time to allow them to help.

Got questions? Contact events@kellogg.ox.ac.uk for expert advice and help.

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Good luck with your event! We wish you every success!

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[1] The Event Promotion Form can be found on the College website at: https://www.kellogg.ox.ac.uk/for-members/event-promotion-information-form-college-members/