



Student Groups, Club Sports and Societies

Event Planning Handbook

A Complete Guide to Room Bookings, Approvals & Campus Event
Logistics



Prepared by Conference Services
Version 1.0

Table of Contents

Introduction	3
1. Getting Started.....	3
2. Booking a Room	3
3. Booking Timelines	3
4. Information Required for Requests	4
5. Event Review Committee (ERC)	4
6. Special Approvals and Waivers	5
7. Catering Guidelines.....	5
8. AV and Media Support.....	5
9. Bar & Liquor Services	6
10. Payments and Financial Procedures	6
11. Security (X-Patrol) and Operations	6
12. Changes, Cancellations, and Tentative Holds	7
13. Expectations for Campus Spaces	7
14. Event Planning Checklist	7
15. Frequently Asked Questions	7
16. Appendices: Forms and Resources	8
Appendix A – Event and Booking Forms	8
Appendix B – Food and Catering.....	8

Introduction

This handbook has been developed to help student groups and societies successfully plan events and navigate the booking process through Conference Services. It brings together the booking procedures, Event Review Committee (ERC) requirements, catering guidelines, media support, security considerations, planning timelines, and expectations for the use of campus spaces into a single reference.

Following these guidelines will help ensure events are well planned, approvals are obtained on time, and campus resources are used effectively.

1. Getting Started

- Be a group, club sport team or society ratified by the U Board of Directors.
- Each event should have one designated contact person, who submits requests and remains the main point of contact throughout the planning process.
- Use the official event title in all communications with Conference Services.
- Start a new email thread for each new event to avoid confusion between bookings.

2. Booking a Room

- Submit room requests as early as possible — availability is limited and popular spaces fill quickly.
- Provide the event title, date, time, expected attendance, room preference, and setup requirements with your request.
- Submitting a request does not guarantee a booking. Confirmation is only issued once all required approvals are received.
- Where possible, identify a backup date or location in case your first choice is unavailable.
- Submit this form: [Conference Services – Society/ Student Group Room Booking Request](#)

3. Booking Timelines

Plan ahead wherever possible. As a general rule:

- Submit room requests as early as possible, ideally several weeks in advance.
- Submit ERC-related requests at least two weeks before the event date.
- Request AV/media support and any special room setups with sufficient advance notice.
- Allow additional planning time for events involving food, alcohol, external guests, or large attendance, as these may typically require additional review and approvals.

4. Information Required for Requests

To avoid delays, include the following information with every booking request:

Requirement	Details
Event title	Official name used consistently across all communications
Date(s)	Full event date, including any set-up/rehearsal days
Start & end times	Include setup and teardown time, not just the event itself
Estimated attendance	Best estimate to help match you to an appropriately sized room
Preferred room/building	Include an alternate if flexible
Purpose of the event	Brief description of what the event involves
Setup requirements	Seating style, staging, tables, etc.
AV/media requirements	Projectors, microphones, hybrid/virtual support
Food and catering needs	Include dietary restrictions and allergies
Accessibility requirements	Any accommodations needed for attendees
Security considerations	Large crowds, high-profile guests, late hours, etc.
Contact person	Name and contact details of the designated organizer

5. Event Review Committee (ERC)

ERC approval is required for events involving any of the following:

- Food or catering
- Alcohol
- External guests or speakers
- Fundraising or ticket sales
- Large attendance
- Amplified sound or performances
- Events outside regular operating hours
- Safety or security considerations

The ERC typically meets weekly. Submit requests at least **two weeks** before your event to allow time for review. ERC approval does not by itself guarantee a room booking agreement either. Both ERC approval and Conference Services confirmation are required.

6. Special Approvals and Waivers

To help ensure compliance with the University's policies and applicable safety regulations, the following requirements apply:

- Pre-packaged external food may be permitted only after approval of a Food waiver request.
- Food waiver requests are reviewed on a case-by-case basis, and approval is not guaranteed.
- Societies, student groups, and club sports teams are not permitted to host bake sales or serve homemade food items on campus due to food safety regulations.
- Fundraising initiatives involving commercially pre-packaged candy or snacks may be permitted with prior ERC approval.
- Depending on the nature of the event, additional waivers, insurance, or risk management requirements may apply. Conference Services or the Event Review Committee will advise if further documentation is required.
- Raffles, lotteries, and other games of chance may require a permit under provincial regulations. Student groups and societies planning these activities are responsible for obtaining any required permits and approvals before the event.

Important: Please note that simply completing a waiver does not automatically guarantee approval.

7. Catering Guidelines

- Sodexo is the exclusive on-campus caterer.
- Provide dietary restrictions and allergies as early as possible so catering can accommodate all guests and attendees.
- Catering requests should be submitted at least **two weeks** in advance to the event date.
- Please note that late cancelations may attract a fee.
- When reaching out to Conference Services with your catering requests or updates, please include the catering manager, Taylor
- **Kindly note that applicable charges will be applied.**

8. AV and Media Support

Conference Services can support a range of AV and media needs, including:

- Projectors and screens
- Microphones and speakers
- Laptop connectivity
- Hybrid and virtual meeting support
- Advance notice is required for all AV and media requests to ensure equipment and staff availability.
- **Kindly note that applicable charges will be applied.**

9. Bar & Liquor Services

- Events that include bar or liquor service must involve the Liquor Supervisor in planning.
- Plan early — raise bar/liquor needs as soon as the event concept is under consideration.
- The Liquor Supervisor should be brought into initial planning discussions before any related decisions are finalized.
- **Kindly note that applicable charges will be applied.**

10. Payments and Financial Procedures

Student groups and societies are encouraged to consider all potential event-related costs during the planning process and ensure appropriate payment arrangements are in place.

- Depending on the nature and requirements of the event, charges may apply for room rentals, catering, bar services, media support, security, room setups, or other event-related services.
- Conference Services can provide a quote for anticipated event costs upon request to assist with planning. Please note that **quotes are subject to change**. Final charges may vary based on changes to attendance, services, setup requirements, or other event details.
- Societies are responsible for knowing how their event expenses will be funded and should confirm that sufficient funds are available before committing to event-related costs.
- Societies should confirm their method of payment with Conference Services when making their booking. Your coordinator may reference internal & external payment – internal refers to an account within the university (ie. A faculty or staff account), the Student Union is not within the universities' business accounts. External refers to any account outside of the university (bank account, SU account, etc.).
- Societies may be required to make a deposit or full payment before the event date depending on nature and requirement of the event. The assigned event coordinator will advise on any applicable payment requirements.
- Credit card and cash payments are made at the Box Office in the Keating Centre. Credit card payments are subject to a **2% processing fee**.
- Any changes to the event that result in additional services or costs may affect the final amount charged.

11. Security (X-Patrol) and Operations

- Large events may require Security support.
- Events taking place outside normal operating hours may require additional approvals.
- Kindly note that any events with liquor services requires security support.
- Special room setups should be requested well in advance.
- **Kindly note that there are applicable charges for these services.**

12. Changes, Cancellations, and Tentative Holds

- Notify Conference Services immediately if any changes are required to a booking.
- Tentative bookings may expire if required approvals are not received in time.
- Repeated no-shows may affect a group's ability to secure future bookings.
- **Groups/Societies cannot book future events if they have any outstanding invoices due.**

13. Expectations for Campus Spaces

- Respect all campus facilities and equipment.
- Leave rooms clean and organized after your event.
- Follow the approved event plan and all University policies.

14. Event Planning Checklist

Use this checklist as you plan your event, from initial idea through to the day itself:

- ☐ Select a primary contact person
- ☐ Finalize event date and time (including setup/teardown)
- ☐ Identify a backup date or location
- ☐ Estimated attendance
- ☐ Identify preferred room or building and setup
- ☐ Review ERC requirements and submit request if applicable
- ☐ Consider catering needs and note dietary restrictions
- ☐ Identify AV/media requirements
- ☐ Consider security and access needs
- ☐ Prepare budget information
- ☐ Confirm all required approvals before promoting the event

15. Frequently Asked Questions

Q: When is my booking confirmed?

A: Only after all required approvals have been received and Conference Services has issued a formal booking confirmation.

Q: Does ERC approval guarantee a room?

A: No. ERC approval and a Conference Services room confirmation are separate steps, and both are required.

Q: Can I bring outside food?

A: Generally, no. Sodexo is the exclusive on-campus caterer, and outside food is only permitted with specific approval.

Q: Who should submit requests?

A: One designated contact person per event, to keep communication clear and consistent.

Q: What happens if my plans change after booking?

A: Notify Conference Services immediately. Tentative bookings may be canceled if approvals are not finalized or received before event date.

IMPORTANT REMINDER

A room booking is not confirmed until all required approvals have been received, and Conference Services has issued a booking confirmation.

16. Appendices: Forms and Resources

Appendix A – Event and Booking Forms

- Room booking request form: [Societies & Student Groups Room Booking Request forms](#)
- Event Review Committee Request (ERC) form: [Event Risk Assessment 2026-2027](#)

Appendix B – Food and Catering

- Sodexo Catering Menu: [2026/2027 Catering Menu](#)