

1. Ensure your event aligns with the Good Relations Policy. By this we mean all students choosing to attend must be able to participate fully, safely and without fear at your event.
2. You should liaise with the Students' Union Campus Office at the earliest opportunity (where possible, at least ten working days before the event) to ensure that your event is included in the events calendar and to book your location for the event. You will need to provide details regarding the event itself; i.e. where, when and who is to be invited to attend the event. You will also need to seek advice about how to publicise your event appropriately. Please refer to the guidance on societies for further information.
3. You will need to consider organising a risk assessment for your event so that Health and Safety and insurance guidelines are followed. You will need to contact the Students' Union Societies Co-ordinator for advice in this regard. (Provide Contact Details).
4. All political events within the Students' Union must be approved by the Students' Union President. Ultimate responsibility for endorsing events and visits on University premises rests with the University Provosts. The organiser of the event has primary responsibility for ensuring that the event is conducted in accordance with the Students' Union Good Relations Policy and the Framework for Political Expression.

**This document should be read in conjunction with the Students' Union**  
[Good Relations Policy](#)  
[Framework for Political Expression](#)