

CHECKLIST FOR ORGANISING AN EVENT AT ANGLIA RUSKIN UNIVERSITY

What to do	How to do it
Book rooms (You must advise event name, organisation, number of people, time, room layout and if catering is going to be ordered)	Online via http://www.anglia.ac.uk/bookaroom or by e-mailing bookaroom@anglia.ac.uk Room booking Cambridge ext 5185 Room booking Chelmsford ext 5965
Book communal/foyer areas	Book a registration desk in a foyer area, or book a foyer area to be used for catering or exhibition by e-mailing conferences@anglia.ac.uk or call 3163
Add to your event to the Events calendar	Go to My.Anglia page – scroll down the page to Today On Campus – click on “Find out what is going on today on each campus” – Select “Add your event” on the left hand side and fill out the details. Or click here and log in.
Order catering	Online via www.anglia.ac.uk/estatesonline To find out more about catering and see menus click here Cambridge Catering catering-cambridge@anglia.ac.uk or 5635 Catering Chelmsford catering-rivermead@anglia.ac.uk or 3744
Request parking (Chelmsford only)	E-mail facilities-helpdesk@anglia.ac.uk or call 6464
Request IT equipment/Wi-Fi/Guest logins for PCs at lecterns	E-mail itsupport@anglia.ac.uk or call 4357
Inform Security if outside normal working hours (Monday-Fri 8am-6pm) or if a large event	For Chelmsford events e-mail: phil.gilbert@anglia.ac.uk and mark.savage@anglia.ac.uk or call 3628 For Cambridge events e-mail: neal.mepham@anglia.ac.uk and david.robinson@anglia.ac.uk or call 2368
Request cleaning	Online via www.anglia.ac.uk/estatesonline E-mail facilities-helpdesk@anglia.ac.uk or call 6464
If you will have external speakers check the Freedom of Speech Policy and if necessary complete an external speaker request form	Check the Freedom of Speech policy here
Ensure a risk assessment is in place	Find the risk assessment guidance and form here
Organise signage	Signage can be put up using white tack only. Please ensure it is removed after your event. Signage can also be put up on the electronic info screens around campus, info here

You will also need to consider:

- Where will my catering be served and do I need any extra rooms for breakout sessions or workshops?
- Who will be on-site to check that the rooms are set up and run the event on the day?
- How will people register for my event?
- Do I need to send directions and transport information to attendees?

If you need any advice or support in organising your event please contact the Conference Team on 01245 683163 or conferences@anglia.ac.uk. If you are organising an external event please contact the Conference Team.