



## Faculty of Engineering

### Function Procedure for Student Events

1. Before starting your event planning, collect a copy of the Function Planning documents from the EEC. These documents include:
  - a. Function Procedure for Student Events (this document)
  - b. Guidelines for a Trouble-free Event
  - c. Risk Assessment Form / Risk Criteria Matrix
  - d. Safe Food Handling
2. Plan your event and complete the Risk Assessment Form (using the Risk Criteria Matrix).
3. Select a responsible volunteer to serve the alcohol. If possible, this person should be RSA qualified.
4. Make an appointment to see the Sub-Dean (or Dean) at least one 1 week before the proposed event and **before any advertising** is started. At this meeting, submit the Risk Assessment Form and your proposed advertisement for approval. The Risk Assessment Form will be kept on file in the EEC.
5. Book the use of the BBQ and venue through Unicentre or your relevant School. Ask at the EEC if in doubt as to who your School contact is.
6. Arrange the purchase of your food and drink well in advance of your event.
7. After receiving approval, publicise your event to your target group. Do not have an “open invitation” as having too many attendees increases the risk of your event.
8. Purchase your food on the morning of your event. Be sure to store and handle all food and drinks appropriately — see Safe Food Handling for guidelines.
9. Collect the Function Kit from the EEC on the morning of your event. The Function Kit contains:
  - a. 2 laminated signs for Responsible Service of Alcohol
  - b. Tape, pins and Blutak for securing RSA signs
  - c. Stamp for assisting with the monitoring of alcohol consumption
  - d. 1 laminated copy of Guidelines for a Trouble-free Event
  - e. 1 laminated copy of Safe Food Handling
  - f. 1 laminated copy of Function Kit Contents
10. Collect the BBQ, utensils and other equipment from your School.
11. Serve the last alcohol no less than 15 minutes before the published finish time of your event.
12. On completion of your event, dispose safely of any left over food.
13. Thoroughly wash and dry all utensils. Thoroughly clean the BBQ.
14. Return the BBQ and any other borrowed equipment to your School **before 4 pm** on the day of the event.
15. Return the Function Kit to the EEC **before 4 pm** on the day of the event.