

# EVENT NOTIFICATION & REQUIREMENTS FORM

MASSEY UNIVERSITY | TE KUNENGA KI PŪREHUROA



TE KUNENGA  
KI PŪREHUROA  
**MASSEY**  
UNIVERSITY  
UNIVERSITY OF NEW ZEALAND

## EVENT DETAILS

Event name:

Date: Time:

Campus: Venue/s:

Event type: *Conference, seminar, workshop, social event, exhibition, etc*

Attendee estimate:

Massey contact:

Mobile phone: Email:

Department/College: GL Code:

*\*Below is only required if this booking is on behalf of an external organisation.*

External contact:

Mobile phone: Email:

Organisation:

## OPERATIONS REQUIREMENTS

Set up date and time: Pack down date and time:

Access requirements: *Please provide us with the room names of all spaces you require access to, and the times of access.*

Furniture requirements: *Please let us know what you items you require, and how you need them configured.*

Security requirements: *Please talk with the campus operations team if you are unsure if additional security is required. Please note this is chargeable, and a GL code will be required.*

Cleaning requirements: *If additional cleaning is required for an event, please note that this is chargeable, and a GL code will be required. If a post event clean is required but had not been organised this will be charged to your department.*

Parking requirements: *Please note parking availability is limited and cannot be guaranteed.*

## FACILITIES MANAGEMENT REQUIREMENTS

Heating and air-conditioning requirements:

Will the event involve haze machines, indoor BBQing, or any other activities/equipment that may require fire alarm isolation?

\*YES

NO

*\*If yes, please give details and provide a GL code for callout fee:*

## EVENT CONSIDERATIONS

Is the venue booked?

*Remember to allow time for set up and pack down in the booking.*

BOOK VENUE HERE

Is catering required? Will alcohol be served?

*Please be aware that events involving alcohol will require a Duty Manager. Please arrange with the Hospitality Services Team, this is subject to approval as per the **Events Policy**.*

COMPASS  
GROUP

WHARERATA

TUSSOCK  
CAFE

Will you have guest speaker/s?

*Have you reviewed **Massey University's External Speaker Procedures**? Is approval and risk assessment required?*

INTERNAL EVENT  
SPEAKER FORM

EXTERNAL EVENT  
SPEAKER FORM

Cultural considerations?

*Will the event start with a mihi whakatau? Do you require cultural advice or support?*

MORE INFO HERE

Do you have a suitable AV setup?

*Does the venue have the appropriate tech requirements? Sound, projector, microphones, etc.*

REQUEST ITS SUPPORT

Health & safety responsibilities?

*Are the guests external? Will they need a health & safety briefing? Do you have an Event Hazard Management Plan in place?*

CAMPUS HEALTH &  
SAFETY INFO

EVENT HAZARD PLAN  
TEMPLATE

Do the guests need maps or signage?

*Will the guests need a map to navigate campus? Are additional signs needed to direct external guests?*

CAMPUS MAPS

Is a runsheet and floorplan required?

*a runsheet lists what is happening and approximate timings. The should be emailed to all stakeholders prior to the event. Will creating a floorplan assist in venue set up?*

RUNSHEET TEMPLATE

I acknowledge that I have read and understood Massey University's policies and procedures listed in this document. I agree I have undertaken all appropriate responsibilities when planning this event.

Date

Event organiser signature

ONCE COMPLETED PLEASE EMAIL TO THE RELEVANT CAMPUS OPERATIONS TEAM.

**Auckland**

estatesservicedesk-  
auckland@massey.ac.nz

**Manawatū**

estatesservicedesk-  
manawatu@massey.ac.nz

**Wellington**

estatesservicedesk-  
wellington@massey.ac.nz

Allow 10 working days for processing. If this event request is approved, you will receive email confirmation. Campus Operations are unable to assist with set-up and pack-down at weekends and after 3pm weekdays.