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| Club Name(s): *[Club Name]* |
| Faculty Constituency: *[Faculty/School Name]**(If relevant)* |

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| --- | --- |
| **Overnight Event Title:** | *[Event Name]* |
| **Date of Event:** | *[DD/MM/YYYY – DD/MM/YYYY]* |

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| --- | --- |
| Checklist Completed by: | *[Name]* |
| Signature:  | *[Initials]* | Date: *[DD/MM/YYYY]*  |

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| --- | --- |
| **Description of Event:** | *[Brief of event including target audience, purpose and key details]* |
| **Location:** | *[Venue Address]*  |
| **Key Contacts:** | Club’s Primary Contact:[First/Last Name – Phone Number]Venue’s Primary Contact: [First/Last Name – Phone Number]UNSW Staff Contact: : [First/Last Name – Phone Number]Arc Clubs Staff Contact: : [First/Last Name – Phone Number] |

Attendance Statistics

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| --- | --- |
| Total # of Expected Attendees: | *[i.e., 100]* |
| Total # of Facilitators (Execs/Leaders) | *[i.e., 20]* |
| # of First Aid Trained Facilitators: | *[i.e., 5]* |
| # of Responsible Service of Alcohol Certified Facilitators:*(If alcohol is provided)* | *[i.e., 5]* |
| # of Mental Health First Aid Trained Facilitators | *[i.e., 2]* |

**Arc Clubs Recommendations**

These are the essential ingredients to running an overnight event. We highly recommend that your Club considers these steps to ensure a safe and well run (As well as freeing yourself from some stress).

**All Attendees Must:**

[ ]  [Sign an Acknowledgment of Understanding of the UNSW Student Code of Conduct](https://www.unsw.edu.au/planning-assurance/conduct-integrity/conduct-unsw/student-conduct-integrity/student-code-conduct)

[ ]  [Sign a Terms, Conditions, Release & Waiver](https://www.arc.unsw.edu.au/uploads/Club%20Camp%20Terms%2C%20Conditions%2C%20Release%20%26%20Waiver%20Template%20v2%2019-2-21.docx)

[ ]  [Complete an Online Gendered Violence Training](https://www.arc.unsw.edu.au/clubs/club-forms/sexual-misconduct-resources/gendered-misconduct-training)

**Clubs Must:**

[ ]  [Complete a Risk Assessment](https://www.estate.unsw.edu.au/sites/default/files/documents/HS017_Risk_Management_Form_BLANK.pdf)

[ ]  Register your camp & meet with Arc Clubs for a mandatory Overnight Events Consult

[ ]  Send a pre-departure briefing to all attendees and Arc Clubs

[ ]  Attend the Overnight Events Training session at a Club Executive Training Day

[ ]  If alcohol is provided, at least 1 valid RSA certified Facilitator per 50 attendees

[ ]  If alcohol is provided AND under 18 people are attending, arrange for wristbands to be handed out to all OVER 18 attendees​

If you have any questions about how to implement these recommendations, please contact clubs@arc.unsw.edu.au for further information.

Beyond these key requirements, Arc Clubs has compiled a list of things you should also consider in the following pages. Whilst these are common to-do items, they may or may not be relevant to your specific overnight event.

**Before Taking Registrations**

[ ]  Review handover / debrief from previous similar events

[ ]  Ensure a member of Executive has attended Arc Clubs overnight events training session

[ ]  Delegate leads for key areas

(i.e., Venue, transport, marketing, activities & training)

[ ]  Confirm with your Faculty/School sponsor and meet a staff member to discuss (if relevant)

[ ]  Confirm dates with venue

[ ] Confirm insurance requirements with venue

[ ]  Read, understand and sign your contractual obligations

*Seek advice from Arc Legal (**advice@arc.unsw.edu.au**) if unsure*

[ ]  Confirm requirements of venue / conditions of entry

[ ]  Confirm transportation details

[ ]  Confirm budget including ticket price and sales to break-even

[ ]  Use Arc Terms, Conditions, Release & Waiver Template

*Decide on details such as refund policy*

[ ]  Book a check-in with Arc Clubs to discuss planning and compliance

[ ]  Set-up registration platform

*Make sure important details are captured, especially birthdate, emergency contact details, allergies etc.*

[ ]  Determine if under 18’s will be accepted (we recommend you limit your event to strictly over 18s)

[ ]  Create promotional materials

Event page, captions, posters and any further marketing strategies

**At Least 4 Weeks Prior to Overnight Event**

[ ]  Complete risk assessment for Club President to sign-off AND/OR Relevant Faculty/School contact to sign-off

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| You should bring all your documentation to a meeting with your relevant faculty, school or UNSW staff sponsor so they can provide feedback. Your faculty or school may need to formally sign off on your event.  |

**At Least 2 Weeks Prior to Overnight Event**

[ ]  Complete draft of runsheet and activities; seek advice from Arc Clubs on more risky activities (like drinking or dares)

[ ]  Check if any registered attendees are under the age of 18

[ ]  Make an information pack for attendees with key details

Transport, locations, packing list etc.

[ ]  Confirm number of Facilitators with current First Aid, RSA and MHFA training certificates

*(We suggest 1:50 RSA, 1:50 First Aid, 1:100 MHFA)*

[ ]  Collect Gendered Violence Training Certificates from all attendees

*(Certificates Valid for 12 Months)*

[ ]  Collect Terms, Conditions, Release & Waiver Form submissions of all attendees

[ ]  Create equipment list and purchase any necessary

*(Keep a record of all receipts)*

[ ]  Contact venue for emergency procedures, on-site first aid, nearest hospital and other notes to be aware of

[ ]  Ensure that camp facilitators have a plan for early departure

[ ]  Arrange safe space cabins

[ ]  Arrange first aid areas

[ ]  Consider weather contingencies (Wet weather, lightning etc.)

**At Least 1 Week Prior to Overnight Event**

[ ]  Finalise runsheet and activities

[ ]  Send pre-departure briefing to all attendees and Arc Clubs team

[ ]  Provide training/briefing for Facilitators

[ ]  Purchase any outstanding items on the equipment list *(Keep a record of all receipts)*

[ ]  Confirm all attendees have submitted Gendered Violence Training Certificates *(Certificates Valid for 12 Months)*

[ ]  Confirm all attendees have submitted their signed Terms, Conditions, Release & Waiver Form

[ ]  IF alcohol is provided, confirm at least one facilitator per 20 attendees

[ ]  IF alcohol is provided AND under 18 people are attending, arrange for wristbands to be handed out to all OVER 18 attendees

[ ]  Create a roster for first aid supervision

[ ]  Create a roster for safe space supervision

**During the Event**

[ ]  Collect all materials

[ ]  Confirm arrival time with venue *(Especially if there are delays with transport)*

[ ]  Have facilitators arrive early to help set up

[ ]  Present safety briefing including First Aid trained facilitators, emergency protocols etc.

[ ]  Present consent briefing including where to find safe spaces and identify grievance officers

[ ]  Provide an Emergency Contact Sheet for attendees in case of incidents

[ ]  Ensure Facilitators have contact details of attendees readily available

[ ]  Maintain good relationships with the venue staff

[ ]  Conduct regular welfare checks with all participants and remind them of behaviours and safe spaces

[ ]  Have fun!

**After the Event**

[ ]  Debrief event with facilitators

* + Identify what went well, challenges and things to improve for next time

[ ]  Complete the [MANDATORY](https://arclimited.formstack.com/forms/post_overnight_reportback_mandatory) [Post-Overnight Event Report](https://arclimited.formstack.com/forms/post_overnight_reportback_mandatory)

[ ]  Report any ‘notifiable events’ to Arc Clubs via the [Incident Report Form](https://www.arc.unsw.edu.au/clubs/club-forms/arc-club-incident-report)

* + Notifiable events include: Injuries, theft, drug/alcohol related incidents, abuse of power, bullying or harassment, gendered violence, property damage and anytime emergency services are called