Event Tier Categorisation

Purpose: To provide support and advice for hosting Flinders University events.

For event support, please fill in the request form for your event to be reviewed. Event Support form

TIER 1	TIER 2	TIER 3
Large scale, and/or high profile University Events and major Student Recruitment events such as: - Open Days - On-campus Community Events - Launches & Openings: Buildings, Institutes - Staff Awards Celebration - Vice-Chancellor Events - Major brand awareness events i.e., Fearless Conversations, Investigator Lecture Events that will include involvement of Government dignitaries, VIPs, key stakeholders, and industry partners	College or Professional Services Awards & Celebrations Nights: - Alumni Awards Night - College Prizes and Awards - Research & Institute Showcases & Events - Partnership, Industry & WIL Events Public Lectures: - Chalmers Oration - Uncle Lewis O'Brien Lecture Alumni and Advancement: - Donor recognition event - Anniversaries incl. College Student Recruitment Events: - Expos (local, Interstate) - Webinars University wide student events: - Orientation - Graduation	Staff and current student led events: - Internal Meetings - Team Celebrations ie. Morning Teas, BBQs & Farewells Academic lead workshops, seminars & conferences, launches of short courses Events Team will upload event to Eventbrite for RSVP/registrations
Budget of $10,000 or more	Budget less than $10,000	Budget less than $5,000
Support and services offered		
Assigned a dedicated Event Team Member to lead the event with support from the MCPs/College or Professional Services with the following: **Pre-Event**	Assigned an Event Team Member to assist the MCPs/College or Professional Services with the following: **Pre-Event** - Budget	Guidance on managing the event Provide the Events Checklist with links to: - Templates - Suppliers - Protocols

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- Development and management of budget - Management of Event logistics including catering and venue management - Run sheets - Briefing documents for Senior staff - Risk Management - Branding and Merchandise - Invitation and RSVP Management - Arrange AV via IDS or external supplier - Assist with virtual/hybrid events - List event (if public) on Events website - Travel and accommodation management (including parking and cab charges) **Event** - Manage event bump-in - Manage registration desk - Monitoring email enquiries (online events) - Manage event bump-out **Post-Event** - Provide registration stats - Assist with finance, paying invoices	- AV - Venue - Catering - Equipment Hire ie Pavilions, Chairs - Run Sheet - Guest List - Invitation & RSVP - Event Risk Assessment - Printing: name tags, certificates, signage - List event (if public) on Events website **Event** - Assist with Event bump-in - Assist with Registration Desk - Monitoring email enquiries (online events) - Assist with Event bump-out **Post-Event** - Provide registration stats - Assist with finance, paying invoices	- ServiceOne Requests - List event (if public) on Events website
College/Professional Services responsibilities: - Strategic plan - Approvals - Assist and review guest list - Event promotion & communications plan	**College/Professional Services responsibilities:** - Strategic plan - Budget management - Risk management - VIP and Speakers liaison - Reporting i.e., evaluation - Event promotion & communications plan - Travel & Accommodation management	**College/Professional Services responsibilities:** - All tasks relating to the event
	Preferred Timelines	

Depending on the scope and size of event, the earlier the lead the more support we are able to provide.		
10-12 weeks	6-8 weeks	2-4 weeks