



# EVENT TOOLKIT

Need to know  
information  
when planning  
an event at  
Western Sydney  
University!

## ✓ EVENT APPROVALS

- Notify security of proposed event on campus via [WesternNow](#)
- Book required rooms through [Resources Booker](#) or email Casual Room Bookings for other event spaces.

## ✓ EVENT DOCUMENTATION

The following documentations should be produced & sent to the host campus' Security Coordinator for approval prior to the event:

- WHS Risk Assessment & Control Form
- Transport Management Plan

*If you are unsure whether your event requires these documents, please contact the host campus' Security Coordinator to confirm their requirements.*

## ✓ EVENT PROMOTION

- Promotional materials, including merchandise, for your event can be ordered through [wsu.sourcesbg.com.au](http://wsu.sourcesbg.com.au)
- Looking for something you can't see in store? Contact Source SBG for all of your merch requirements, including branded pull up banners and tablecloths. Contact Greg Spencer - [greg@sourcesbg.com.au](mailto:greg@sourcesbg.com.au)
- New promotional materials will need [brand approval](#)
- Prefer to do it yourself? Check out our latest approved branded assets which you can instantly transform for your own projects [here!](#)

## ✓ SUPPORT

Departments within the University, including [IT/AV](#), Marketing, and [Campus Operations & Maintenance](#), can provide support for your event.

Assistance should be requested by submitting the appropriate WesternNow forms.

## ✓ EVENT REPORTING

- Creating a check-in process is essential for attendance tracking and emergency management, ensuring accurate records and accountability.
- Survey forms should be designed to gather data and generate insights on the event.
- This data should be incorporated into post-event reporting to support a comprehensive evaluation of the event.



## DID YOU KNOW?

- The university has a number of preferred suppliers that can be used at events such as merchandise, marquee structures & furniture. For more information, please contact [procurementenquiries@westernsydney.edu.au](mailto:procurementenquiries@westernsydney.edu.au).
- Campus maps and spatial information can be requested by submitting a [Map Request](#) form.