

MONSU.C+S EVENT TYPE GUIDE

When organising your future event, you will need to identify which event colour classification applies to your event: **GREEN**, **YELLOW** or **RED**. You will need to select the right colour when submitting your Function Fact Sheet (FFS).

The colour classification helps determine the level of planning, approval and risk management required for your event. Depending on the classification, you may need to complete additional requirements before your event can proceed.

It is important that you identify your event classification early in the planning process and allow enough time to complete any required documentation, approvals or risk assessments. If you are unsure which classification applies to your event, speak with club Support before making arrangements or confirming your event.

<u>GREEN EVENTS</u> Including: – Large meetings – On-campus stall – Movie nights – Social nights	CRITERIA – Conducted in a safe, controlled environment – No alcohol, or alcohol is managed by a licensed venue – No physical or strenuous activities – No specialised equipment or machinery – No travel or transportation organised by the club – No overnight component REQUIREMENTS – Event forms must be submitted <u>10 days prior to the event date</u> – Complete a S.A.R.A.H – Complete a FFS
<u>YELLOW EVENTS</u> Including: – Day trips – Large social events – Workshops – Networking events – Recreational sports or physical activity	CRITERIA – Large number of attendees – Moderate level of physical activity – On campus or off-campus location – Larger crowds requiring additional supervision – May include consumption of alcohol – May include food preparation – Use of equipment, tools, or specialised materials – Potential environmental hazards (weather, terrain, traffic) – Requires a more detailed risk assessment and contingency planning – Special guest invited who is not registered to Monash University REQUIREMENTS – Event forms must be submitted <u>1 month prior to the event date</u> – Complete a S.A.R.A.H – Complete a FFS – Possible consultation with Events Coordinator dependent on event
<u>RED EVENTS</u> Including: – Overnight trips – Adventurous activities – Large scale social events – Balls or parties	CRITERIA – Large number of attendees – On campus or off campus – Higher likelihood of serious injury or incident – Significant physical activity or environmental hazards – Overnight or multi-day component – Travel and transportation – Large attendance numbers requiring crowd management – Complex logistics and multiple stakeholders – Additional permits, licences, insurance, or external providers required – Detailed emergency management and communication plans needed – Special guest invited who is not registered to Monash University REQUIREMENTS – Event forms must be submitted <u>2 months prior to the event date</u> – Complete a S.A.R.A.H – Complete a FFS – Consultation with Events Coordinator – Event Management Plan may need to be filled out dependent on event