

# VICTORIA STUDENT EVENT FORM (VSEF)

## ON CAMPUS - EVENT PROPOSAL & RISK ASSESSMENT

Last updated October 7, 2022

This form will assist students in planning fun, inclusive, educational, healthy events on campus. The event planning protocol and VSEF are meant to make this as easy as possible, while ensuring events are safe, and that all events adhere to relevant college regulations, health and safety policies, and COVID-19 requirements.

The VSEF is for all Victoria College recognized student groups, clubs, levies, and projects. If you are a Victoria College student who is interested in booking space or hosting an event, please reach out to [vic.studentevents@utoronto.ca](mailto:vic.studentevents@utoronto.ca) and we can help direct your inquiry to the most appropriate resource.

Event Approval Process at a glance:

1. Student Event Organizer (SEO) submits VSEF to Dean's office Staff at [vic.studentevents@utoronto.ca](mailto:vic.studentevents@utoronto.ca).
2. SEO will hear back from Dean's Office Staff within 2 business days to confirm the booking or schedule a risk assessment meeting.
3. If needed, the risk assessment meeting will occur within 5 business days of the initial VSEF submission.
  - a. If you require catering or alcohol service at your event, approval will take an **additional 10 business days to complete. FOR EXAMPLE: if you are planning an event with alcohol or food service, you should submit your VSEF a 15 business days** in advance of the event. *Where possible, we will do our best to accommodate requests sooner, but there will be no guarantee of providing catering or bar service.*
4. Dean's Office Staff will confirm the booking, and send follow up requests regarding A/V, room set up, room confirmations to Vic Events staff as needed.

**Submitting this form does not guarantee your event is booked. You will receive confirmation from Dean's Office staff about booking confirmation and/or a follow up risk assessment meeting. Keep in mind your first option of space may not be available, which could change your event proposal plan.**

### Part A: Proposed Event Details Proposal to be completed by Student Event Organizer (SEO)

1. Event Title and Description:	
2. Proposed Location of Event: <i>*Please refer to list below for spaces available in the GSC, and information on how to book on campus. *For off campus events, please indicate costs associated in budget section.</i>	
3. Proposed Date of Event:	
4. Proposed Start and End Time:	
5. Affiliated club/levy/student group/student organization (if any):	
6. Event size (maximum number of participants & event staff):	

<i>Please ensure your proposed event location is able to accommodate your expected number of attendees.</i>	
7. Additional visitors or non-U of T students required to be at your event (if any):	
8. Will this be an all ages event? If yes, how many attendees do you expect to be under 19?	
9. Will there be a ticket price? If yes, how much?	
10. Please provide a copy of the publicity you will be using for this event (i.e. poster, instagram graphic, facebook event, other digital media)	
11. Will you be providing food/beverages at this event? Please include supply and distribution details. Clarify whether you are serving snacks (chips, cookies, etc) or a meal (lunch, dinner). If you are planning an event with alcohol service, it must be booked with Event and Food Services in an area that is licensed on campus.	
12. Please provide all budget details.	
13. What tech/AV set up do you require for this event? If you are requesting multiple spaces, please identify the tech/AV needs for each room	
14. How many volunteers will you have at the event?	
15. Any other information/considerations?	

## Part B: Proposed Event – Risk Assessment to be completed by Student Event Organizer (SEO)

1. How inclusive is your event? Equity and accessibility considerations:	
2. Community impact considerations (noise, risk of injury, use of Vic brand):	
3. Do you require any transportation to the event? If so, please provide details.	
4. Does your event include any physical activity? If so, please provide details.	
5. Do you require any additional training or support for the event (i.e. bystander training, alcohol policy training session)	
All student groups who are hosting an	

<p>event where there is alcohol service, must have attended a training session about the Victoria University Alcohol Policy. These sessions will be offered from the Office of the Dean of Students. If you have not attended a session, you can request a follow up session from a Dean's Office staff member.</p>	
<p>6. If there is a health and safety concern at the event, who will you reach out to for support? (i.e. allergic reaction, heatstroke, overintoxication)</p>	
<p>7. If there is a mental health emergency at the event, who will you reach out to for support?</p>	
<p>8. Risk factors for vulnerable groups have been taken into consideration in planning this event (provide details where applicable):</p>	
<p>9. If you or volunteers view harassment or bullying of any kind at the event, who will you reach out to for support?</p>	

**BOOKABLE SPACES IN THE GOLDRING STUDENT CENTRE:**

<b>Space</b>	<b>Max Capacity</b>	<b>Notes</b>
Commuter Lounge		Open seating, TV in the wall
Wendy Cecil Atrium		Lounge seating, can be reconfigured for small groups
Wymilwood Lounge		Closed room, ideal for panels, lectures, group discussions
Copper Room		Smartboard in room, classroom style, ideal for panels, discussion groups, lectures
Music Room		Padded floor, mirrors along a wall, barre along opposite wall, upright piano in room
The Cat's Eye		Link to the Cat's Eye
MAH Field		Field bookings can be cancelled due to inclement weather

## PART C: COVID-19 Specific Questions:

*This section may receive more updates and changes as health and safety guidelines at the university are updated. Dean's Office Staff will keep you updated if there are changes after submitting your form, or in the risk assessment meeting.*

## Part D: Student Event Organizer (SEO) Contact Information

Name:

Phone Number:

U of T E-Mail Address:

Student Group you are representing:

Role in student group:

Name:

Phone Number:

U of T E-Mail Address:

Student Group you are representing:

Role in student group:

Name:

Phone Number:

U of T E-Mail Address:

Student Group you are representing:

Role in student group:

**Please indicate four time blocks of 1 hour each within the next week during business hours (Monday to Friday, 9 AM to 5 PM) when the SEO(s) can meet with a member of the Office of the Dean of Students to review this submission:**

- 1.
- 2.
- 3.
- 4.

**Thank you for submitting your VSEF! A Dean's Office Staff member will be in touch with you via e-mail to confirm the event and/or set up a follow up risk assessment meeting as needed.**

**If you have not heard back within two (2) business days, please feel free to stop by our office on the main floor of the Goldring Student Centre at 150 Charles St West or e-mail [vic.studentevents@utoronto.ca](mailto:vic.studentevents@utoronto.ca).**