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| Society Name: | Click here to enter text. |
| Event Name: | Click here to enter text. |
| Event Date : | Click here to enter text. |
| Event Organiser: | Click here to enter text. |

Download a copy of the LSE Society Event Declaration Form

Provisionally book date for your conference through: [LSE.Roombookings@lse.ac.uk](mailto:LSE.Roombookings@lse.ac.uk)

Make arrangements for ALL AV equipment requirements via [imt.av.support@lse.ac.uk](mailto:imt.av.support@lse.ac.uk)

If required ask [LSE.Roombookings@lse.ac.uk](mailto:LSE.Roombookings@lse.ac.uk) for available AV training session times

Arrange training for the SU Lighting and Sound equipment through the Students Union if required

Arrange for a minimum of 6 stewards to cover your event add their details to the Declaration form (you can provide your own stewards or book via [conferences@lse.ac.uk](mailto:conferences@lse.ac.uk) using [this form.](http://www.lse.ac.uk/intranet/LSEServices/communications/conferenceAndEventsOffice/information/stewardrequestform.aspx))

Meet with the stewards to discuss responsibilities please include the following items:

Read through the Old Theatre Emergency Procedures together

Read through the steward briefing document together

If your event is open to the public (Any Non-LSE attendees/participants) arrange to use the SU Ticketing system

If you event is open to the public (Any non-LSE attendees/participants) arrange for an LSE Academic to chair each session.

Provide the Chair(s) with a copy of the [Chair's Guidelines](http://www.lse.ac.uk/intranet/LSEServices/communications/conferenceAndEventsOffice/pdf/Chairnotes.pdf) and a briefing note on the event and speakers in advance.

Complete the LSE Society Event Declaration form and return to [LSE.Roombookings@lse.ac.uk](mailto:LSE.Roombookings@lse.ac.uk) at least 10 working days prior to your event.

Meet with Room Bookings Office to discuss requirements and health and safety of your event

If you are providing catering for your event book a venue for the catering to be served and contact LSE SU ARC staff to place the order for your catering.

Complete a SU Risk Assessment form and submit to the Room Bookings Office and the SU

If any of the speakers or topics discussed at the conference is likely to attract any protests or require any guidance or support from LSE Security, please complete the [Security Risk Assessment.](http://www.lse.ac.uk/intranet/LSEServices/communications/conferenceAndEventsOffice/pdf/EventsSecurityQuestionnaire.pdf)

As your event is at the weekend, send your list of attendees to LSE Security and leave a copy at the Old Building reception desk. Please include the date and time of the event on the document.