

### 1.1 Event Details

Club/Society/Organisation	Unigames
Event Name	Cameron Hall Quiz Night
Location	UWA Tavern
Venue Type	Bar
Expected Attendance	150
Venue Capacity	700
Events Start Date	6/05/2016 18:00
Events End Date	6/05/2016 23:30
Set up Time	6/05/2016 17:30
Clean up Time	7/05/2016 0:00

### Special or Social Interest

Is the event Social or Special Interest? social

Where can guests buy tickets?

### 1.2 Event Manager

Name	Elton Rodrigues
Email Address	21721678@student.uwa.edu.au
Contact Number	400263038
Contact during Event	400263038
Alternate Person's Contact Details	
Name	Taylor Home
Email Address	loralogue@gmail.com
Contact Number	499475685

### 1.3 Description of the Event

Brush up on your knowledge of games, computers, science fiction, theatre, UWA, and more because this interclub quiz will test your brains (and your bribery skills.) Hosted by Unigames, UCC, UniSFA, and PantoSoc.

Describe the event and its main purpose  
List details of the type of entertainment being provided (if any)

Quiz and games!

### Additional Comments

### 1.4 Patron Details

Target Audience	Members of Unigames, UCC, UniSFA, and PantoSoc
Please provide details on the processes in place to ensure juveniles do not enter the licensed premises	
Security guard checking all IDs upon entry	

Patron Age Details - Please state an estimated number of attendees in each age bracket

< 18	0
18 - 25	120
25 - 29	25
30 - 39	5
40+	0
Non UWA Students	15

Please provide details of the non UWA students expected to be in attendance  
How will you ensure that each participant is both mentally and physically fit to complete the activities involved? (i.e. pre-registration/consent forms)

Life members, past students who have remained involved in the club, friends of current students.

### 2.1 Public Liability

Have you investigated public liability and duty of care issues and obtained appropriate insurance for the event?

### 2.1 Alcohol

Will alcohol be available at the event?

Yes - Alcohol will be sold or supplied by the licensed venue.

Alcohol to be served, Intoxicated patrons, Lock out times, and Other

Standard UWA Tavern practices regarding the service of alcohol will be in place.

Please list any training your event staff have completed

Name

Unit Name

### 3.1 Venue Details

Venue Address

M300 UWA Student Guild, Hackett Dr

Venue Manager

Hayden Greenham

Phone

64882318

Email

hayden.greenham@guild.uwa.edu.au

Have you confirmed the venue is fit for purpose

Yes

Have you confirmed the venue is available on the date required

Yes

Have you considered a chill out zone outside the venue for guests who are removed/not allowed entry to wait for taxis/lifts home?

The outside space will not be in use during the event and may be used as a chill out zone.

Are there modifications required to the licensed venue for the duration of the event?

No

As an event manager, have you made yourself familiar with the necessary evacuation plans

Yes

### 3.2 Event Promotion and Ticketing

How is your event described in its event promotion and publicity e.g. a fun, inclusive event?

Fun inclusive event. Get to know people from other clubs with similar interests.

Describe the communication mediums

used to publicise and promote this event

Facebook, within the club rooms, email.

If tickets are being sold how much are they?

15

What does the ticket price include?

Quiz, games, food, prizes.

Briefly describe the ticketing strategies to be used (if any)

Complete tables (eight tickets) can be purchased for \$100.

### 4.1 Stakeholder Register

Stakeholder	Contact Name	Telephone
Event Manager/UCC Social Vice President	Elton Ridrigues	0400263038
Event Organiser/Unigames Treasurer	Taylor Home	0499475685
Event Organiser/UniSFA OCM	Jono Astbury	0400317197
Event Organiser/UniSFA OCM	Jake Alexander	0403694575
Event Organiser/UCC Treasurer	Chris Forbes	0415504274
Event Organiser/Unigames Librarian	Edward Kamman	0459068099
Event Organiser/PantoSoc Vice President	Ryan Nicholson	0466458768
Unigames President	Ruisi Chen	0479034553
UCC President	Oscar Hermoso	0428784608
UniSFA President	Toby Joske	0413893118
PantoSoc President	Cam Butler	0400679379
Tavern Manager	Hayden Greenham	64882318

### 5.1 Event Auditing and File Compilation

Has a filing system been established

Yes

Taylor Home (prior to event), the secretary of each club involved (after the event) currently Donald Sutherland

Who is responsible for maintaining the file?

(Unigames), Cain Nixey (UCC), and Corin Rowell (UniSFA, PantoSoc)



