

# ICSMSU



## CLUBS AND SOCIETIES e-HANDBOOK 2013-2014



## 2013-2014 e-HANDBOOK

# INTRODUCTION

Welcome to the ICSMSU Clubs & Societies e-Handbook for 2013-14.

This pack has evolved over the past few years from the individual help-sheets available to clubs of the Medics' Faculty Union.

This handbook is divided up into 4 sections:

1. Administration
2. Organisation
3. Events
4. Resources

For more information check out the clubs and societies resources section on [www.icsmsu.com](http://www.icsmsu.com) where this pack is also available as a PDF.

Our contact details can be found at the back of this pack so please feel free to get in touch with any queries that you may have.

Good luck in everything you do this year and thank you for all your help in making ICSM clubs and societies the best in Imperial.

Steve Tran  
Patrick McGown  
John Golden  
Kavian Kulasabanathan  
Sophie Beverley  
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Tim Hall

ICSMSU President 2013-14  
ICSMSU Clubs & Societies Officer 2013-14  
ICSMSU Treasurer 2013-14  
ICSMSU Secretary 2013-14  
ICSMSU Entertainments Chair 2013-14  
Reynolds Bar Managers 2013-14  
ICSMSU Sites & Services Officer 2013-14



# 2012-2013 HANDBOOK

## ADMINISTRATION

### Contents:

- 1.1 Sports Administration
- 1.2 Booking Union and College Rooms
- 1.3 Sports Facilities Bookings
- 1.4 Booking Transport
- 1.5 Sports Night Behaviour
- 1.6 Form Submission Deadlines

## 1.1 Sports Administration

### ➤ BUCS

- **Home matches:** pitches and referees should be organised and confirmed by yourself, and Hannah Blandford, Sports Partnership Administrator, ([h.blandford@imperial.ac.uk](mailto:h.blandford@imperial.ac.uk)) should be informed well in advance.
- **Away matches:** times and venues will be confirmed by Hannah
- Confirmation for all BUCS fixtures will be sent to you on or before the Monday of the playing week
- Please note that some facilities can be booked through the Student Activities Centre, whilst others are booked via Sport Imperial.
- Ensure that where necessary you have a referee who is qualified to the required level.
- Rules and regulations can be found at [www.bucs.org.uk/rules](http://www.bucs.org.uk/rules).

### ➤ LUSL

- You are expected to arrange and confirm all of your LUSL fixtures with the opposition team. These details will be available in the LUSL handbook (distributed at the LUSL captains meeting)

### ➤ Results

- All results should be [tweeted to @icsmsu](#) or emailed to Kristina at [icsm.comms@imperial.ac.uk](mailto:icsm.comms@imperial.ac.uk) to be put on the ICSMSU Website and the Sports Notice Board in Reynolds before Sports Night
- All results for BUCS fixtures need to be sent to Hannah Blandford ([h.blandford@imperial.ac.uk](mailto:h.blandford@imperial.ac.uk))
- If you feel a particular achievement deserves press (e.g. reaching a cup final), then write a match report for the ICSM Gazette, Felix, or the ICSMSU website. These can be emailed along with any photographs to [icsm-gazette@imperial.ac.uk](mailto:icsm-gazette@imperial.ac.uk), [sport.felix@imperial.ac.uk](mailto:sport.felix@imperial.ac.uk) or [icsm.secretary@ic.ac.uk](mailto:icsm.secretary@ic.ac.uk).

## 1.2 Booking Union and College Rooms

Room requests for all campuses can now be made online via the ICU Student Activities Centre (SAC).

- Go to <https://www.imperialcollegeunion.org/activities/running-club/room-bookings>. Login to the SAC booking system and request your room(s) as needed

If you are a club officer and you cannot make an online booking, make sure you have done your **room booking training quiz** online.

**Note** that this online system requires that rooms are booked at least **two weeks in advance**.

**Also note** that towards the end of a particular term, bookings open up for the following term. So plan ahead if you want to secure the popular venues (e.g. lecture theatres)!

### ➤ South Kensington:

- To fill in an online booking form please visit: <https://www.imperialcollegeunion.org/activities/running-club/room-bookings>
- On the form, indicate if a guest speaker will be attending the event and fill out a Visiting Speaker's form accordingly. This must be done at least 3 weeks before the date of the event in compliance with the College's Code of Practice on Freedom of Speech.
- You will receive a confirmation email when the room has been booked.

**Please Note:** To book the following rooms in the Sherfield Building you will need to contact the Conference Office ([conferencesandcatering@imperial.ac.uk](mailto:conferencesandcatering@imperial.ac.uk)). To speak to a Conference Co-Ordinator in person go to Room 107, Sherfield Building between the hours of 0930 - 1000 and 1430 -1500. This applies to the following rooms:

- Great Hall
- Main Dining Hall (MDH)
- Senior Common Room (SCR)
- Sherfield Concourse Level 1
- Sherfield Concourse Level 2
- SALC
- Wolfson Conference Centre (Hammersmith Campus)

These areas in the Sherfield Building attract a fee to use them for events. They are usually free to book for rehearsals.

### ➤ Other Campuses

For rooms in the following campuses, you will need to book via the Student Activities Centre (as outlined above):

1. Charing Cross
2. St Mary's
3. Hammersmith (except for the Wolfson Conference Centre)

**Please note:** To book any ICSM rooms (Reynolds Bar Common Room, Music Room and the new Basement Common Room) email ICSMSU Sites & Services Officer Tim Hall ([icsm.ss@imperial.ac.uk](mailto:icsm.ss@imperial.ac.uk)).

➤ **Reynolds Bar**

Reynolds Bar can be exclusively or partly exclusively booked by individual clubs and societies to hold events or to rehearse for an event. This can be categorized into three different types of bookings

1. Sole use of the entire bar for a private function – please remember this may not always be possible unless the function is held on a weekend or during college holiday
2. Sole use of a particular area of the bar for a private/semi-private function e.g. the stage and dance-floor area for a rehearsal or movie screening or the café area for an AGM or meeting
3. Sole use of the bar or a particular area of the bar for an open event e.g. The Big Chill, Pub Quiz nights or Movie Nights

For any of the above, please contact the bar managers Matt and Lena who will be able to provide you with more information as to how to arrange your event or function and whether or not your desired date is available.

Please remember that on Monday, Tuesday and Thursday nights the bar has a licence until 11pm and this also applies to Friday nights when there is no Bop scheduled. Reynolds Bar can usually open till 10pm on a Saturday night, however, with a late licence (booked well in advance) all these times can be extended. Please contact Matt or Lena for more information regarding this (email: [cxbar@ic.ac.uk](mailto:cxbar@ic.ac.uk)).

It is advisable to book all rooms at least three weeks in advance, also remember that room booking is on a first come first serve basis so plan ahead.

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## 1.3 Booking Sports Facilities

All recurring pitch/court bookings are made at the beginning of each term and approved by the Union C&S Officer. To book one-off events contact:

Ethos (Hall/Pool/Squash Courts) [i.reid@imperial.ac.uk](mailto:i.reid@imperial.ac.uk)

Sports grounds can be booked by contacting Hannah Blandford ([h.blandford@imperial.ac.uk](mailto:h.blandford@imperial.ac.uk)).

Charing Cross Sports Club is external to Imperial – please contact [info@ccsclub.co.uk](mailto:info@ccsclub.co.uk).

## 1.4 Booking Transport

### **The Union Minibus:**

The Union currently owns a fleet of 14 minibuses, and a 750kg box trailer, based in South Kensington. Only Union approved drivers may drive the minibuses. For details on how to become a driver, bookings, and prices please visit <https://www.imperialcollegeunion.org/minibuses>.

Keys can only be collected from the Student Activities Centre in South Kensington during office hours.

By clicking on the 'Minibus' link on your Club page on the Union website, you can also view all the bookings and requests you have in the system.

If you wish to take a minibus (or any vehicle) abroad please see the information in [Trips](#).

In order to drive the union minibuses you must have held a clean license for two years and be over 21. Supplementary to this you must have taken the ICU minibus test.

## 1.5 Sports Night Behaviour

- Wednesday nights in the Reynolds Bar are traditionally, but not exclusively, a night for the sports teams to get together and enjoy themselves after an afternoon competing and hopefully celebrating their victories.
- We are very lucky to have the use of the Reynolds Bar and we would like its use to continue for future generations of students.
- All sports teams, especially committee members, must ensure that they behave responsibly and look after their members.
- Aggressive or violent behaviour towards other students, bar staff or security will not be tolerated and will result in college disciplinary action.
- It is also important that we keep the Reynolds clean and safe for all students to use and enjoy – it is therefore imperative that all club captains and the rest of their club take responsibility for making sure that all spillages are cleared up as and when they occur – if you need cleaning materials, please ask the bar staff.
- Any costs incurred by ICSMSU for extra cleaning, damage, or fines will be passed on to the club responsible. Clubs that repeatedly offend will be referred for disciplinary action.
- In January 2011 ICSMSU carried out a review of event guidelines for all events taking place in the Reynolds Bar – the full document can be seen later on in this handbook, but it is important that all members of your club are aware of the following:
  - **Indecent exposure will result in the student(s) involved being removed from the bar, and may result in a ban.**
  - **Any student(s) who appear to be intoxicated will not be served by the bar staff**
    - **It is illegal for anyone to buy or give alcohol to anyone who is intoxicated**
    - **It is illegal to force someone to consume alcohol against their will**
    - **It is the responsibility of the individual clubs and societies to ensure any intoxicated student is looked after and escorted off the premises and away from the Charing Cross campus as safely and quietly as possible**
- In 2011 Responsible Retailing of Alcohol Code of Practice was written in order to ensure that all ICU commercial outlets comply with the updates to the Alcohol Licensing Conditions in April 2010. It is important for all students to be made aware of the following:
  - The bar cannot organise, partake in or endorse any promotions that would lead to unpredictable amounts of alcohol consumption, encouraging students to drink more than they otherwise would or competitive drinking events.
  - No alcohol may be poured directly into another student's mouth (Condition 2, SELLING ALCOHOL RESPONSIBLY: The New Mandatory Licensing Conditions)
  - All students must have full manual control of their own drinks
  - Implements that increase speed and quantity of alcohol consumption (e.g. funnels) are not allowed.
- Alcohol bought outside of the Reynolds MUST NOT be taken into the Reynolds. If you fail to comply with this rule disciplinary action **will** be taken.

## 1.6 ICU Form Submission Deadlines

**Please ensure documents are submitted on time otherwise your account may be frozen** and you will not be able to make claims or carry out financial transactions. All documents and descriptions can be found at: <https://www.imperialcollegeunion.org/activities/running-club/forms>

Financial Responsibility 1/08/13

Contact Details	1/08/13
Naughty Officers	1/11/11
Affiliation	1/11/13
Risk Assessment	1/11/13
Instructor Registration	1/11/13
Inventory	21/3/14
Code of Conduct	21/3/14
Constitution	21/3/14
Next Year Contacts	21/3/14
Handbook entries	01/6/14



# 2013-14 HANDBOOK

## ORGANISATION

### Contents:

- 2.1 Introduction
- 2.2 Advertising an Event
- 2.3 House Style and Graphic ID
- 2.4 Editing the ICSMSU Website
- 2.5 ICU eActivities

## 2.1 Introduction

This section covers:

- How to advertise an event for your club/society
- Instructions on how to use the ICSMSU website
- Where to find information on the ICSMSU house style and graphic identity
- Information on ICU eActivities and how to access the full eActivities manual

Please do not hesitate to contact Kavian if you have any questions on [icsm.secretary@imperial.ac.uk](mailto:icsm.secretary@imperial.ac.uk).

## 2.2 Advertising an Event

The ten steps to advertising successfully:

1. **Design a poster** giving the date and time of your event
2. **Put the event into the ICSMSU calendar** by emailing Kavian with the name, time and date of your event
3. **Post an item in the fortnightly newsletter** by emailing Kavian no later than the Thursday of the week before the start of the event
4. Advertise your poster on the **plasma TV screens at SAF and Reynolds** or on the **digital poster screens in Reynolds** by emailing Tim ([icsm.ss@imperial.ac.uk](mailto:icsm.ss@imperial.ac.uk))
5. Upload your poster onto the **ICSMSU website** by emailing Kristina ([icsm.comms@imperial.ac.uk](mailto:icsm.comms@imperial.ac.uk))
6. Set up a **Facebook event** and get all of your committee to invite their friends to the event. If it is being held in Reynolds Bar, invite Reynolds Bar to the event and email the bar managers ([cxbar@imperial.ac.uk](mailto:cxbar@imperial.ac.uk)) who will invite all of its friends for your behalf (please give at least 1 week's notice for this!)
7. **Place your posters up around campus ASAP** (please check the publicity rules for specific guidance for South Kensington). In the Reynolds Building, posters cannot be placed anywhere except for:
  - a. in any of the "clip frames" inside the Reynolds Bar and ground floor toilets\*
  - b. on student notice boards in the Reynolds Bar or in the basement corridor

Posters placed anywhere else (especially on any paint work or windows) will be removed immediately by the cleaning staff.

8. **Lecture shout outs:** please ask permission of the lecturer before the lecture takes place – they will usually ask you to wait till after the lecture and keep it short!
9. **Word of mouth:** this is the most powerful tool. Get people excited and once a small group decide to go, the rest will follow

\* In order to place a poster into the clip-frames, please be aware that they can only be placed there if the clip-frame is empty or the poster that is currently in the frame is "out of date" (i.e. the event has



passed). Please do not cover other people's "in date" posters or place two of the same posters within 10 meters of "line of sight".

## PRINTED MATERIAL

Clubs & Societies may print for free in black and white in the SAC.

Unfortunately due to high costs and limited usage, the colour printer in the ICSMSU SAF office is no longer available for usage for Clubs & Societies printing. Please use Office Depot or PrintService instead as alternatives.

## 2.3 House Style and Graphic ID

Our graphic identity exists to protect our corporate image. It is so people can easily recognise our publications and associate us with a trusted brand. When publishing anything, please use the branding where possible – this can be found in section 4.3 of this document. For more information, please contact Kristina ([icsm.comms@imperial.ac.uk](mailto:icsm.comms@imperial.ac.uk)).

## 2.4 Editing the ICSMSU Website

Each year it is the responsibility of the incoming chair to ensure that their webpage on the ICSMSU website is up-to-date with details about their club or society, the key committee members (chair, treasurer and secretary) and any photographs from the previous year to be added to the site.

In order to make any changes to your webpage please email Kristina with the updated text you would like to be included, the names of the new committee members and any pictures you would like included in JPEG format in a zip file.

You are also entitled to a webpage via the [imperialcollegeunion.org](http://imperialcollegeunion.org) website - please remember that you are not allowed to operate a website external to this site.

## 2.5 ICU eActivities

ICU eActivities can be accessed through the ICU website (<https://eactivities.union.ic.ac.uk/>) and enables you as a club/society officer to:

- See and download an up-to-date list of all your club/society members
- Add, edit and amend pages in your section of the ICU website
- Record your club/society activities online for ICU records
- Add new online products onto the ICU shop

The full eActivities manual PDF can be downloaded from the ICU eActivities 'overview' page.



## 2013-14 HANDBOOK

# EVENTS

### Contents:

- 3.1 Organising Events In the Reynolds
- 3.2 Bop Applications
- 3.3 Handling cash at bops
- 3.4 External Events

## 3.1 Organising Events in the Reynolds

Events at the Reynolds fall into 3 main categories – SU run nights, Clubs and Socs Bop nights & Clubs and Socs own events. Clubs do not get charged for using the Union space, and the Reynolds provides a great venue for a successful night.

### GENERAL EVENT PLANNING:

The key to organising good events is to plan early. A well organised event can raise your club a lot of money and awareness. There are three broad aspects to organising a bop:

- *The entertainment*, e.g. a band or a DJ, promotion of the event, drinks promotion at the bar, decoration of the area etc. These are issues to be determined primarily by the bop organisers.
- *Support service*; i.e. the facilities that need to be in place to allow the bop to function; College security, cleaning, event assistants, entry float and cash box. It is the bop organiser's responsibility to ensure these services are in place
- *Health and safety* at the event; of the utmost importance and subject of the next few paragraphs.

Publicity is also a major part of running your event. You need to create a sense of anticipation! Please see section 3.2 with regards to advertising an event – this is incredibly important.

During a bop there can be hundreds of students in a relatively confined space, they are intent on having a good time. They will expect to be kept safe, but will not be thinking about what impact their behaviour may have on their safety or that of others.

The Students' Union is responsible for the health and safety of its activities in its own areas (the common room, bar, office and music room). The Campus Manager and the Senior Security Officer are responsible for the management of health, safety and security issues applicable to the building in terms of its infrastructure and facilities services. This includes being involved in and co-coordinating the activities of building users whose activities may affect not just their own health and safety but that of other building users and/or impact on the building itself.

Clearly, the activities of a bop are not confined to the common room: the foyer, toilets and corridors are all used. It is imperative that the bop organisers and the Reynolds Building administration staff work together to manage all the health and safety issues applicable to bops. Therefore all areas of the Reynolds must be patrolled throughout the evening by the event assistants (formerly referred to as stewards), mainly covering the toilets, basement, stairwells and the area immediately outside the

front doors for smokers. It is the chief event organiser who must take the lead because it is they who will know what is planned for any particular event and they are responsible for making sure all the named event assistants carry out their jobs throughout the night.

During a bop the College security officers on duty are in charge of the building. They have the authority (in conjunction with their supervisor at South Kensington) to refuse any person admission to the building and/or to terminate the bop should this be necessary on health and safety grounds or for some other reason.

The information below will help bop organisers to plan and arrange the event, it is not intended that the points cover all eventualities. If you have any doubts or questions contact the SU immediately.

#### **HEALTH AND SAFETY:**

- You must have 6 club officers to act as event assistants – they will sign the event record and **MUST** stay sober and be around for the entire length of the bop. You will be given 2 walkie-talkies to help stay in contact on busy nights.
- A risk assessment must be completed for every event.
- Smoking must be restricted to outside hospital grounds. In accordance with NHS policy, **smoking is not permitted anywhere within the hospital grounds**. This must be heavily enforced and students and their guests moved off the hospital grounds if they are caught doing so.
- Drink, bottles, plastic glasses etc. can not to be taken out of the Reynolds and into the foyer.
- The main walkway and fire exits in the Reynolds and fire escape routes in the building must not be obstructed
- Any decorations used must be fire retardant and must not obscure the fire signage or fire fighting equipment – fire retardant spray can be obtained from the bar on the day of the event
- Any activity or equipment you wish to have outside the common room must be notified to the Campus Manager and the Senior Security Officer at least two weeks in advance of the bop.
- Decoration must not be put over the bookshop display window in the foyer, or the trophy cabinet in the common room; someone may inadvertently lean on the glass and break it.
- Posters advertising the bop to be displayed on notice boards only. Fly posting is not allowed and any publicity material in contravention of this instruction may be taken down and destroyed.
- The maximum legal occupancy of the Reynolds Bar is 450 people. This capacity is specified by the London Fire Brigade and must be very strictly enforced. Your door supervisors must be issued with 'clickers' so that you, the organisers, may know just how many people are in the venue at any one time. These clickers are kept in the SU office and SU will provide you with them on request.
- Warning needs to be displayed if strobe lighting is used.

#### **EVENT ASSISTING:**

- **EVERYONE WHO IS GOING TO STEWARD WILL NEED TO COMPLETE STEWARDING TRAINING WITH THE SU.**
- All event assistants must read and sign a copy of the event protocol to ensure they have understood what is expected of them on the night
- For detailed information please see a copy of this form in section 4.7 of this handbook.
- As part of your application you are required to provide 6 sober event assistants for the event. Other members of your club or soc should also help out throughout the evening, and are especially useful in helping to set up the event, being on the door taking entry money and cleaning up at the end of the event.
- Draw up a rota for all your members helping out. Include things such as setting up in advance, cover shifts on the door, patrols, smoking patrols and also cleaning up at the end. This will help your event run much smoother.
- At the beginning of the evening the organiser should introduce themselves to security, along with the other event assistants. At this point collect the Event Record Sheet and fill in the required details. Reynolds security must be treated with respect at all times, they are there to help not hinder.

- If the event runs past 11pm, it will require a minimum of 3 bouncers to be present (these will be booked by the bar managers). Introduce yourselves to them as well when they arrive so they can identify you as the organisers. Make them aware that they must know capacity for fire safety purposes, thus must use a clicker. It is the bouncers who will aid you in clearing out the Bar at the end of the night, not security, so make sure they are aware of this responsibility.
- See Appendix for more detail.

#### **END OF EVENING PROTOCOL:**

- It is the responsibility of the event organiser to ensure that the attendees move on at the end of the evening swiftly and as quietly as possible. Therefore your event assistants will need to get the crowds to move out of the bar and to keep them moving until they are away from the immediate area.
- In order to achieve this, two event assistants should be stationed in the foyer, one by the car park stairs towards the Glenister Building and one on the pavement by the barriers outside the Glenister Building. The aim of this is to keep people moving and to keep noise levels down.
- To aid this goal, include £10 worth of sweets (lollipops or chocolate éclairs work well) in your budget for the event to be given out at the end of the evening. This is simple, cheap and effective and must not be overlooked.
- Once the Reynolds and surrounding area is emptied the Reynolds itself must be cleaned by the organisers. In essence all rubbish must be removed into black bin bags (provided by the bar), the tables must be wiped clean, the floor must be mopped and the toilets must be left in a clean and presentable state.
- All rubbish must be placed inside the rubbish cages by the pool tables and the furniture returned to its usual position
- Under no circumstances should you use the sink or cleaning equipment kept behind the bar. Cleaning equipment is kept in the cleaners cupboard downstairs and the sink is the one situated near the ground floor entrance to the lecture theatre.
- All clubs are required to provide their own floor cleaner, we would recommend Flash. Please avoid using bleach.
- It is imperative that these simple procedures are followed at the end of an event, as if they are not followed it leads to complaints and complaints may lead to the Reynolds losing its license.
- A £50 charge will be imposed upon clubs who are still clearing after 75 minutes of the event finishing– this is to cover the extra costs of overtime for security and bar staff who cannot leave until the bar is cleaned and furniture replaced. If the cleaning is not completed by 3am then charges for extra cleaning by the building manager will be incurred by the club.
- If you anticipate that your bop is going to be particularly busy or messy to clear up (e.g. end of term bop and first term bops), please follow the subsequent advice to avoid this cost:
  - make sure you organise additional volunteers to help clean at the end of the night
  - tidy up as you go along (have one volunteer circulate with a bin bag to remove empty glasses and bottles every 30 minutes)
  - be extra vigilant at stopping anyone entering the basement area (as this increases the area you have to clean)
  - avoid gimmicks such as jelly or custard pools which may sound like a fun idea at the time, but take hours to clear up (as well as causing a health and safety nightmare).

#### **BAR ISSUES:**

- Organise a bar promotion if you wish. Discuss this with the bar managers at least two weeks before your event as ordering stock takes time.
- Will you need to apply for a Late Liquor license? This is only the case if you plan an event on a Monday, Tuesday or Thursday past 11pm or on a Wednesday past 12am or on a Friday past 1am. Please discuss with the bar managers ([cxbar@imperial.ac.uk](mailto:cxbar@imperial.ac.uk)) and the ICSMSU Entertainments chair ([icsm.ents@imperial.ac.uk](mailto:icsm.ents@imperial.ac.uk)) at least 4 weeks in advance.
- Do you need security on the door – check with the bar managers.

- It is illegal to consume alcohol purchased elsewhere in the Reynolds Bar – therefore all alcohol needed for the event must be purchased through the bar. There is a price list available on request from the bar managers ([cxbar@imperial.ac.uk](mailto:cxbar@imperial.ac.uk)).
- The Food Safety Act (1990) prevents clubs from providing their own food at events – the facilities manager has forms to fill-in if you want an external caterer to be present. They must be registered with the local authority

#### **ENTERTAINMENT & DECOR:**

- Organise a DJ or band. This may sound obvious, but don't get caught short on the night! Talk to the SU, whose contacts are multifarious.
- The SU has an extensive range of AV and lighting equipment; In the DJ booth there are 2 turntables, a DJ mixer and an 18 channel mixer. There are also several microphones with associated cables and stands
- The lighting equipment is controlled by a touch screen PC and consists of 6 moving head profiles and 2 moving head washes with 10 Par can lights on the stage. LED lighting is present throughout the bar area. We also have a smoke machine which may be used.
- The bar also has 2 digital projectors, with Sky satellite TV and a DVD player if necessary
- The SU also hires out the haze machine at the price of the fluid used for those with adequate training.
- We ask that you decorate the Reynolds Bar so that customers feel they are attending an event, rather than just another bar night. However, you must ensure that all decorations will be fire retardant. This important point will be checked by the Fire Prevention Officer, who may close your event before it starts if your decorations are non-compliant. Decorations must be taken down immediately after the event.

#### **SUPPORT:**

- The SU can provide you with wristbands & stamps for on the door. Please do not lose the stamps as they are extremely expensive to replace and your club and society will be charged for them if misplaced.
- Please be aware that clubs/socs failing to stay behind or provide the minimum of 6 sober event assistants after the bop has finished to tidy up will be fined at the SU's discretion and it will be considered on future applications.
- Remember that your event is being held in the vicinity of a hospital and in the midst of a residential area – event assistants and sweet distribution will aid students to leave quietly.
- The Exec can help you order tickets from SecPrint – contact us for more information.

#### **KEY CONTACTS:**

- Sophie, [icsm.ents@imperial.ac.uk](mailto:icsm.ents@imperial.ac.uk), he is the first port of call for enquiries about your Event.
- Matt and Lena, [cxbar@imperial.ac.uk](mailto:cxbar@imperial.ac.uk) will need to know how many staff to provide and how much extra stock to order for the bop. Please contact them with a minimum of 1 week notice before your event.
- Steve, [icsm.president@imperial.ac.uk](mailto:icsm.president@imperial.ac.uk), the ICSM SU President is full of advice, and is a good person to refer to if you encounter any problems.
- Tim, [icsm.ss@imperial.ac.uk](mailto:icsm.ss@imperial.ac.uk) for any problems or queries about AV equipment in the bar
- John, [icsm.treasurer@imperial.ac.uk](mailto:icsm.treasurer@imperial.ac.uk), responsible for the financial aspect of clubs events.
- Geraldine Coy; [cxsec@imperial.ac.uk](mailto:cxsec@imperial.ac.uk) Senior Security Officer (CX) manages the Reynolds Security staff. Friday night bops are covered by the hours that the security staff works, but if you are planning to do anything different that a standard Friday night bop, please make sure she is kept informed.
- Tim Ashton; [t.ashton@imperial.ac.uk](mailto:t.ashton@imperial.ac.uk) Fire Prevention Officer has responsibility for fire safety and prevention issues – he has the right to emerge at any moment and can shut an event down if he believes it is not safe or fire compliant. He also needs to be contacted if there are to be any BBQs on campus.

## 3.2 Bop Applications

The dates available for C&S Bops for a whole term will be emailed out before the start of every term. C&S's can then decide which Bop/s to apply for and must then submit a proposal by the given deadline. Every proposal for each event is then appraised by the Students' Union. A vote follows to determine the best proposal.

A Bop application will consist of a budget and a completed Bop Application Form, both will be emailed to your club with the application email.

The form itself is fairly self-explanatory, so when submitting a proposal for a bop, a good application will include the following in such a way as to convince the Executive that the plan is viable, safe and successful:

- A full budget for the evening (your club treasurer should be able to do this, if not contact John on [icsm.treasurer@imperial.ac.uk](mailto:icsm.treasurer@imperial.ac.uk) for help).
- Which club/soc you are, how much you are hoping to raise and for what purpose.
- An original and sellable **politically correct** theme.
- A variety of drink ideas, promotions and entertainment.
- Estimated attendance.
- A marketing plan with a timeline. This includes all forms of advertising such as lecture announcements, posters, Facebook etc.
- How you plan to decorate the Reynolds. This requires some research and good proposals will include some referencing and costs (for example websites or shops you intend to buy your decorations from with prices).
- Cost of entry to Reynolds and what this will get you (please check with Steve or the Bar managers that your promotion is tenable as the law now prohibits irresponsible alcohol promotions).
- Speak to either of the bar managers for drinks prices from the bar.
- The names of 6 members of your club/soc to act as event assistants for the **entire** evening
- Music type and who will be DJ-ing.

There are a few changes from last year to how security costs at bops shall be paid. If a club decides to charge greater than £4.00 for entry to a bop then it will be charged 75% of the costs for security. The reason for this being there were several bops last year, during which the bar lost money due to poor attendance and the main factor in this was a high entry fee.

If the entrance cost is £4.00 or under then charges will remain as last year, 50% of security costs being charged to the club. However if the bar takes over £5000 on a night then the bar will pay for all the security costs as previously.

If a club stewards a bop without charging entry, the bar will pay for all of the security as well.

Security charge £15 an hour per guard, and bops will require 3 staff for a minimum of 4 hours (9pm until 1am), with more time needed for bops that will get busier earlier. Please factor this in to any financial projections for bop applications.

## 3.3 Handling Cash at Bops

### Start of Event

- Ask for the cash box and wristbands from the SU office
- An SU member will give you the float at the beginning of the night

### During Event

- Ensure all money taken is placed in the cash box

#### End of Event

- Club treasurer/chair to cash up the event takings
- Remove £200 float (as many £2, £1 and 50p's as possible) and put this back into the clubs and socs blue cash bag, sign the book, retag & return to bar office safe
- Cash up and record takings – count checked/witnessed by club officer on door duty
- Place all money (excluding float) into a blue cash bag (provided by the bar) with the sheet that you have recorded takings on
- Place a label in cash bag window stating club name and the tag number you will use to seal the tag
- Seal bag
- Hand pouch to SK security and sign. The bag will be transferred to the finance department in the Union offices, Beit, South Kensington – please allow at least 3 working days for it to be transferred over to the union.

If you encounter any problems please contact John at [icsm.treasurer@imperial.ac.uk](mailto:icsm.treasurer@imperial.ac.uk) who will guide you through the process.

## 3.4 External Events

External venues can be hard to find and often are very expensive, the cost of hiring easily eats into any profits made. If you do go ahead with an external venue, please read the contract thoroughly and if there is anything you are unsure about, do not hesitate to contact Steve on [icsm.president@imperial.ac.uk](mailto:icsm.president@imperial.ac.uk) nor John on [icsm.treasurer@imperial.ac.uk](mailto:icsm.treasurer@imperial.ac.uk).

Make sure you have a contract agreed long before the event, but make sure it is given to the Union to sign it. **The only person in the Union who can sign off contracts that deals with large sums of money is the Deputy President (Finance & Services).** For ease, please go via the ICSMSU President or Treasurer. PLEASE allow a lot of time, as the contract may need to go back and fro if there are any issues.

#### Ticket Sales

Handling large amounts of cash in venues is dangerous – so please try to work on an advance-ticket basis. The suggested method is making an online shop product so the income goes directly into your account automatically.

#### Student Alternatives

ICU provides an alternative to the Reynolds, and has catering and conferencing services. Bookings can be made up to one week in advance at the Union reception. For more information, please contact either the Union Reception or Beit Conference Centre on [beitconference@imperial.ac.uk](mailto:beitconference@imperial.ac.uk).

College can also provide many large and small areas such as the Great Hall and Dining rooms – these venues need to be booked through Conferencing and Events (this is a completely separate entity to Beit Conference Centre). There are usually 'student-prices' so please do enquire about this. The booking forms (one for space booking and one for catering) need 5 separate signatures. These are the Deputy President (Finance & Services), Deputy President (Clubs & Societies), Student Activities Manager, Security & the Fire Office. The latter two are found on the ground floor of the Sherfield Building.



# 2013-14 HANDBOOK

## RESOURCES

**Contents:**

- 4.1 Analysis Codes
- 4.2 Approved Suppliers
- 4.3 Graphic Identity
- 4.4 ICSMSU Year Card
- 4.5 ICSMSU Rate Card
- 4.6 ICSMSU Contact Card
- 4.7 Reynolds Bar Event Protocol

### 4.1 Analysis Codes

**EXPENDITURE**

CODE	NAME	EXAMPLE
600	Acts	DJ, performers, musicians
605	Affiliation	
620	Books	
635	Cleaning	
640	Consumables	For use of committee, members or equipment
655	Decorations	
665	Disposals	Paper cups/plates
670	Engraving & Signwriting	
675	Enterance Fees Conferences	
680	Enterance Fees Competition	
685	Equipment Purchase	
690	Equipment Hire	
697	Fines expenditure	Parking fine, BUSA fine to sports club
700	Fuel	
705	Goods for Resale	Any product bought to be sold e.g. hoodies/polos
707	Grants Payable	Donations to charity
710	Ground Hire	Hostels, Venue hire, Court/Pitch hire
725	Hospitality	Food and Drink for guest
730	Copyright & Royalties	Performance Rights
735	Instructors	
740	Insurance	Of equipment or people
765	Licences	Bar
770	Maintenance & Repair	
775	Maintenance Contracts	Do not use unless advised
780	Music	Hire of scores, purchase of CDs
815	Postage	
820	Printing Costs	Sponsorship packs, tickets
825	Publicity	Posters, website
843	Speakers	
870	Subscriptions	
875	Telephones	
890	Training Members	



895	Travel Expenditure	
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**INCOME**

CODE	NAME	EXAMPLE
430	Donation	
440	Fines	
450	Goods & Services (1 <sup>o</sup> )	Lesson or class fee
470	Grants Receivable	Harlington, IC Trust, Faculty, Exec
510	Rental Income	Cloakroom
520	Sales- General (2 <sup>o</sup> )	Sale of merchandise
550	Sponsorship	
570	Subscriptions	
580	Ticket Income	
590	Travel Income	

## 4.2 Approved Suppliers

This is a list of the suppliers and companies that ICSMSU uses. Most of them will give you a discount if you mention that you are from ICSMSU.

IC Conferencing	Toni McCloggan Charlotte Duggan	Catering / Conferenceing	<a href="mailto:t.mccloggan@ic.ac.uk">t.mccloggan@ic.ac.uk/</a> <a href="mailto:c.duggan@ic.ac.uk">c.duggan@ic.ac.uk</a>	020 7594 9516 / 020 7594 9520
Mega Shirts	Ian Rae	Clothing	<a href="mailto:ian@megashirts.co.uk">ian@megashirts.co.uk</a>	01797 363 499
<b>Luke Eyres</b>		Clothing - esp ties, scarves		IMP004
<b>Keltic Ties</b>		Bow ties		
<b>ISS Ltd</b>		Clothing		
<b>T-print</b>		Clothing		
<b>Banana Moon</b>		Clothing		Especially good for personalised hoodies and polos
Tellings Golden Miller	Adele Monrefusco	Coaches	<a href="mailto:Adele.Montefusco@tgmgroup.co.uk">Adele.Montefusco@tgmgroup.co.uk</a>	01784 425 611
<b>Big Bang Events</b> <a href="http://www.bigbangevents.co.uk">www.bigbangevents.co.uk</a>		Event management		
<b>Viking Direct</b>		Stationary	<a href="http://www.viking-direct.co.uk">www.viking-direct.co.uk</a>	ICSMSU
1 Stop Print	Bachan Singh	Printing	<a href="mailto:bach@1stopprint.co.uk">bach@1stopprint.co.uk</a>	020 8553 1907
<b>Premier Promotional Services</b>	Oliver Reynolds	Promotions	<a href="mailto:oliver@premierpromotional.co.uk">oliver@premierpromotional.co.uk</a>	014 6244 2288 Mob: 078 1443 4309
<b>Sound 2 Light</b>	Mark Rivkin	Sound & Lighting Design	<a href="http://www.sound2light.co.uk">www.sound2light.co.uk</a>	07074443444 (00960)
<b>Kukri</b>	Scott Gamble	Sports Kit	<a href="mailto:scottgamble@kukrisports.com">scottgamble@kukrisports.com</a>	01772 338899 (4312627)
<b>Stage Electrics</b> <a href="http://www.stage-electrics.co.uk">www.stage-electrics.co.uk</a>	James Morris	Theatrical Equipment	<a href="mailto:james.morris@stage-electrics.co.uk">james.morris@stage-electrics.co.uk</a>	020 7939 3000
SecPrint		Tickets		
D H J Weister		Ties		
<b>Digital Ink</b>		Website	<a href="http://www.digital-ink.co.uk">www.digital-ink.co.uk</a>	
<b>On The Web</b> <a href="http://www.wristbands.co.uk">www.wristbands.co.uk</a>	Phil Burns	Website		
		Wristbands		056204106



## 4.3 Graphic Identity

Our graphic identity exists to protect our corporate image. It is so people can easily recognise our publications and associate us with a trusted brand. When publishing anything, please use the following banding where possible.

### HOUSE STYLE

century gothic 14 for headers  
calibri 11 for body text

**calibri 25** for titles

**calibri 20** for subtitles

USE	NOT
icsmsu.com	www.icsmsu.com http://www.icsmsu.com union.ic.ac.uk/medic
Students' Union	Student Union student's union SU
ICSMSU ICSM Students' Union	ICSM SU Medics' SU
Clubs & Societies	clubs and societies
ICSMSU <i>Club Name</i>	Imperial Medics <i>Club Name</i>
Imperial College Union	ICU
2013-14	2013/14 2013-2014

### USE OF CREST

The phoenix is for use on all official documents – a jpeg is available on the website. Larger EPS files in both black and white and colour are available on request. The banner is only for use on publicity material. When using union images, be careful not to stretch, blur or re-colour the crest. Please also make sure that you are using the newer sharper design.

### COLOUR PALATE

	RGB	CMYK
Titles	32 27 80	100 100 34 36
Subtitles	110 157 211	57 29 0 0
Accent 1	237 24 71	0 100 70 0
Accent 2	255 194 14	0 25 100 0



## 4.4 Union Contacts 2013-14

**Imperial College School of Medicine Students' Union,**  
Sir Alexander Fleming Building, Imperial College London, SW7 2AZ

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**Imperial College School of Medicine Students' Union,**  
Reynolds Building, St Dunstan's Road, London, W6 8RP

NAME	POSITION	PHONE	EMAIL
<b>Steve Tran</b>	President	0798 515 4088	icsm.president
<b>Sybgat Rahim</b>	Deputy President	0796 580 3351	icsm.deputy
<b>John Golden</b>	Treasurer	0796 934 9121	icsm.treasurer
<b>Kavian Kulasabanathan</b>	Secretary	0740 243 8522	icsm.secretary
<b>Kristina Earle</b>	Communications Officer	0787 291 0956	icsm.comms
<b>STUDENT SUPPORT</b>			
<b>Paddy McGown</b>	Clubs & Societies Officer	0770 976 3007	icsm.cs
<b>Tim Hall</b>	Sites & Services Officer	0779 280 1055	icsm.ss
<b>David Thompson</b>	Alumni & Careers Officer	0779 989 5879	icsm.ac
<b>REPRESENTATION &amp; WELFARE</b>			
<b>Anju George</b>	Academic Officer Years 1, 2 & GE	0797 120 6102	icsm.ao12ge
<b>Lucinda Osbourn</b>	Academic Officer Year 4, BMS & Pharm	0754 952 5136	icsm.ao4bp
<b>Rahul Ravindran</b>	Academic Officer Years 3, 5 & 6	0784 048 6471	icsm.ao356
<b>Sunila Prasad</b>	Welfare Officer	0794 717 3631	icsm.welfare
<b>ENTERTAINMENT</b>			
<b>Sophie Beverley</b>	Entertainment Chair	0784 645 4765	icsm.ents
<b>Callum Brehany</b>	Social Secretary	0799 062 3779	icsm.socials
<b>Josh Lucas</b>	Social Secretary	0792 139 5695	icsm.socials
<b>Helena Budarkiewicz</b>	Summer Ball Chair	0770 802 5886	icsm.summerball
<b>Erika Refsum</b>	RAG Chair	0789 159 4773	icsm.rag
<b>REYNOLDS</b>			

<b>Lena von Heimendahl</b>	CX Bar Manager	0759 712 2601	cxbar
<b>Matt Hutchins</b>	CX Bar Manager	0797 223 8548	cxbar
<b>Reynolds Bar Office</b>		020759 40715	cxbar
<b>Charing Cross Security</b>		020759 40713	cxsec.frontdesk
<b>Charing Cross Office</b>		020759 48074	mediscunion
<b>OFFICES &amp; MISCELLANEOUS</b>			
<b>President's Office (SK)</b>		020759 48079	
<b>South Ken C&amp;S Office</b>		020759 48076	mediscunion
<b>South Ken Fax</b>		020759 48340	
<b>St Mary's Office</b>		020759 47410	
<b>ICSMSU Shop</b>	(Deputy President)		icsm.deputy
<b>ICSMSU AV Soc</b>	(Sites & Services Officer)		medic.avsoc
<b>Yannis Reissis</b>	BMA MSC Chair	0776 614 2523	bma.msc
<b>Steve Tran</b>	BMA ISC Chair (President)	0798 515 4088	bma.isc