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**Society Name**

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**Event Name**

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**Event Date**

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**Venue**

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**Event Organiser**

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- Submit an advance booking request form if dates are in next academic year or a room request form if dates are in current academic year: <https://info.lse.ac.uk/current-students/estates-division/room-bookings/internal/forms>
- Submit the LSE SU event form and risk assessment: <https://www.lsesu.com/organisers-hub/plan-an-event/>
- Consider your AV requirements and book equipment through the LSE SU: [su.arcstaff@lse.ac.uk](mailto:su.arcstaff@lse.ac.uk) or contact IMT for AV training or event support, AV need at least a weeks' notice. To book a technician or to borrow equipment, please email: [imt.av.support@lse.ac.uk](mailto:imt.av.support@lse.ac.uk)
- If you have requirements for furniture, tables or chairs please email the Porter's Team [Estates.porters@lse.ac.uk](mailto:Estates.porters@lse.ac.uk)
- If your event is open to the Public set up ticketing through the LSE SU Website
- Arrange for stewards to cover your event, at least 1 person per fire exit is the minimum requirement to cover an event.
- Have a meeting to brief your stewards about their responsibilities, Room Bookings can provide a Steward Briefing document to assist.
- If you are inviting a performer or attendee who has any security detail or concerns about protest please contact LSE Security and the Students Union for advice. [su.arcstaff@lse.ac.uk](mailto:su.arcstaff@lse.ac.uk) [r.mulcahy@lse.ac.uk](mailto:r.mulcahy@lse.ac.uk) (Richard Mulcahy – LSE Security)
- Complete an Event Declaration form and email to [LSE.Roombookings@lse.ac.uk](mailto:LSE.Roombookings@lse.ac.uk) prior to the event meeting.
- Attend a meeting with Room Bookings and the Students Union two weeks before your event to discuss your requirements and health and safety in the venue. We will plan the date and time of this meeting when confirming your venue.
- If your event is at the weekend please send your list of attendees to LSE Security and leave a copy of the list with the staff at the Old Building reception desk. The list should include the date and start and end times of the event on the document.