

# Event Planning Process

Create your event idea and submit a Risk Assessment via Rubric(QPay)

**10 business days (Mon-Fri) prior** to event complete TUSA Event Application Form [here](#) (QPay>Forms>Event Application Form)  
 Within that application you will be asked to complete the TUSA Risk Assessment, the form can also be found [here](#)

**NOTE:** If you require any equipment for your event, select "Yes" at "Do you need any equipment?" when completing your event application form on Rubric(QPAY)

*Campus Services require a copy of your approved TUSA risk assessment, so please submit your event application earlier to allow for timely UTAS venue hire bookings.*

Where is your event being held?

On Campus

Communities Spaces

Off Campus

Indoors

Outdoors

Book a room through Campus Services (UTAS) [here](#) with a copy of your approved Risk Assessment

or

To use TUSA spaces book through Rubric(QPay) [here](#)

Send a stall application form through Rubric(QPay) [here](#)

Contact the Communities Team via [Community.Experience@utas.edu.au](mailto:Community.Experience@utas.edu.au) and send a copy of your approved Risk Assessment

Applications need to be sent at least **14 days** prior to your event (this includes TUSA's 10 days for approval).

Follow Public Health requirements - it is your responsibility to find out current information [here](#)

Contact TUSA for help with these forms if you get stuck at [Clubs@TUSA.utas.edu.au](mailto:Clubs@TUSA.utas.edu.au)

Once approved by TUSA and Campus Services/Communities Team, you can now create the event on Rubric(QPay)

Sign in to your Rubric(QPay) Portal  
 Click on "Events"  
 Click on "Create New Event"

You must be sure to include the following details:

- Your Student ID Number
- Are you a domestic or international student?
- Are you a resident of Student Living?
- Contact information

If you have any food & beverages at your event please follow the **"Events Planning - Food, Beverages & Equipment"** flow chart