

Planning an Event at TU Dublin



Hosting an event

A step-by-step guide to planning your event

Define the purpose of the event: Defining the purpose behind your event can help you understand who will attend the event and why. This can help you to promote your event correctly while also helping to narrow down what type of venue you will need.

Establish a budget: Making sure you have enough budget to cover costs such as venue hire, guest speaker fees, renting equipment, staffing your event and catering are all important considerations. Work within the means of your budget and always leave a set amount of the budget for contingency allowance.

Select a date: If you are hosting a larger conference that requires attendees to travel, you need to select a date well in advance to give attendees time to prepare their travel arrangements. The university calendar should also be taken into consideration (term time, summer break, etc.)

Choose the venue: Consider capacity, technical facilities, as well as the event's budget when choosing your venue. Outdoor venues require contingency plans for bad weather - this is Ireland after all!

Organise speakers: If the event being hosted requires guest speakers, contact them well in advance and confirm their availability.

Inform attendees: You may wish to promote your event to the public or keep it restricted to a specific group. Consider how your audience can find out about the event and where they need to go to reserve a place if required.

Fine tune the schedule: From speaker times to coffee breaks, make sure that the schedule for the event is properly considered.

Final confirmation: Sit down with the team in the lead up to the event to ensure that all aspects of the event have been confirmed. This is also a good time to ensure any organisers who will be present at the event have defined their responsibilities for the day.



Important Preparation for an Event

Booking & Reservation

Internal bookings:

Our meeting rooms can be booked individually by university staff using the Outlook calendar or our [Resource Booker](#) for small gatherings.

For larger events you must seek approval to host these events through your head of school or head of faculty and then request the space via our online booking form.

External bookings:

For all external enquiries, please use our booking form.

Requests for rooms must be submitted a minimum of four weeks before your event. Cancellations must be made more than 5 business days in advance. Any event that is not cancelled within this deadline will be charged in full.

Budgeting

Once a booking request has been submitted and venue availability confirmed, our team will send you the necessary fees for the venue hire.

Some of our larger spaces do require additional costs such as hiring technicians to operate AV equipment. Please confirm with our team for additional costs.

Accessibility

When selecting a venue, consider the needs of your audience as well as access to extra facilities such as bathrooms (particularly when hosting outdoor events).

All specific accessibility requests should be raised to the events team during the venue booking process.

Logistics & Planning

Consider how additional logistics such as catering or renting equipment will need to be carried out. TU Dublin has a range of catering partnerships across our campuses.

Set up and clean up also need to be considered, from staffing to ensuring you have booked your venue with enough time on either side of the event.

Documentation

A license agreement and risk assessment must be conducted for venue hire.

A letter of indemnity and a full event schedule and budget must also be provided.

The event cannot take place without proper documentation being submitted in a timely manner.

Event Day Processes

Have a designated person on-site who can handle any issues or last-minute changes and ensure that there are clear signs and directions for attendees.

After the event, it is the organiser's responsibility to ensure that the room is left in the same condition as it was found. It is also recommended that feedback from attendees is collected so that any issues or concerns can be brought to the attention of the facilities office.



Further Contacts and Links

Internal Processes

Once the rooms are booked and confirmed, the next step is to confirm the resources you require to support the event. Below are some helpful links to get you started.

Safety and Security: If the event requires additional safety measures, seek approval from the campus safety and security office. All health and safety information and protocols can be accessed by staff through TU Dublin's dedicated [Safety Hub](#).

Room Set Up: if you require a room to be set up in a particular way, contact the [porter's desk](#) to arrange, giving at least a week's notice. For Grangegorman events, Sodexo should also be notified by emailing helpdesk.grangegorman.uni.ie@sodexo.com.

Estate Management: Submit a request to the [campus estates office](#) if the event impacts public areas of the campus.

IT Services: For events needing additional technical support, A/V support, Wifi access, etc., please contact IT Services in the first instance by emailing itsupport@tudublin.ie.

Third Party Resources: For larger events, event planners, technical staff, etc may be required. Please check with procurement for a list of approved suppliers. Staff can find out more information [here](#).

Marketing Support: For branded pull up banners, branded merchandise, etc. please contact kevin.corbett@tudublin.ie in Communications and Public Affairs.

Sustainability: For more information on how you can employ sustainable practices for your on-campus event, please visit the [Sustainability](#) page.

Catering: Internal events must use one of the on-campus suppliers of Aramark, Kennedys or Sodexo. TU Dublin is an inclusive university and values everyone's participation so please ensure your attendees dietary requirements are met.

Grangegorman

- Kennedys: megan@kennedysfoodstore.com
- Sodexo: hospitality.tud.unis.ie@sodexo.com
- Aramark: tu-grangegorman@aramark.ie

Aungier Street

- Aramark: aramarkaungierst@TUDublin.ie

Bolton Street

- Aramark: boltonst@aramark.ie

Tallaght

- KSG Tallaght: tud.tallaght@ksg.ie

Blanchardstown

- KSG Blanchardstown: itblanchardstown@ksg.ie

