

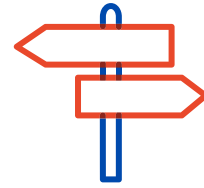
# In-Person Event Authorisation Process

If you are planning to organise an In-Person Event, on or off campus, please follow these steps to gain authorisation.

## Scottish Government Guidelines

Have you checked the current Scottish Government guidelines to assess whether your event could go ahead under the current restrictions? Visit [www.gov.scot](http://www.gov.scot) for information.

STEP 01



### Have you considered completing a risk assessment?

A Risk Assessment is an important step in the event planning process and will help you to assess what measures should be put in place to ensure your proposed event will be as safe as possible.

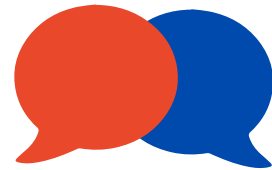


STEP 02

## Sign off from your Head of School/Director

You are required to get permission from your Head of School or Director before you seek authorisation for your event using this process. Due-diligence is required in advance to ensure the proposed event is viable.

STEP 03



## Authorisation Form Submission

You are required to fill in and submit the authorisation form which will be assessed by the In-Person Events Group. You cannot host an in-person event, on or off campus, without approval from this group.



STEP 04

## Authorisation & Next Steps

Once authorisation has been granted, you can proceed with the planning and organisation of your event in the usual way. If authorisation is not secured, further advice will be given on what to do next by the group.

STEP 05

