

## EVENTS MANAGEMENT POLICY

### POLICY STATEMENT

Brisbane School of Theology is committed to managing the delivery of quality events for the purpose of achieving the organisation's strategic goals and objectives. This policy applies to events managed by Brisbane School of Theology that relate to promoting the organisation's brand, courses on offer or to facilitate networking.

It also includes events where Brisbane School of Theology is a registered organisational participant or a partner organisation in the delivery of an event.

### SCOPE

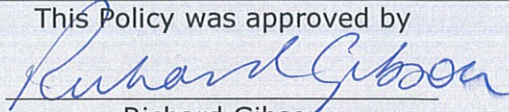
Events that are coordinated by Brisbane School of Theology may include but are not limited to Commencement and Graduation Ceremony, Annual Dinner, College Camp and Open nights.

Events where Brisbane School of Theology is a registered organisational participant or a partner organisation refers to conferences or expos where the college pays or volunteers to attend to promote the college brand and courses.

Internal events for students such as chapel, community lunch, Ministry Awareness Program, Mission Exposure week, and Student Council activities are also considered in this policy.

### RISK MANAGEMENT

Brisbane School of Theology has mechanisms in place to ensure that events are properly managed. All staff, volunteers, students and Board members are made aware of this policy and are provided with ongoing support to assist them to effectively coordinate the delivery of events. As part of the risk management, a [project plan](#) must be completed in advance, with the approval of the Operations Manager and Principal. Where a project plan has not been approved, it is considered that the event is a high risk to the organisation until management has properly assessed the suitability of the event.

Policy Area: Communications & Promotions Version: 1.0	This Policy was approved by  Richard Gibson Principal	Approved: 10 March 2015  Next Review: March 2017
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