

EVENTS ORGANIZATION

Do you want to organize an event?

Let us know your event idea

events@kthoutdoorclub.se

or contact the EM

Simple

- Day hike (short)
- Bonfire
- Disc golf
- Ice skating

Medium

- Day hike (long)
- Multi-day hike without anything to book
- Outdoor bouldering

Complex

- Multi-day hike
- Ski trip
- Trips where you travel far
- Kayak trip

Is there enough time to plan the event?*

Simple: 3 days (or spontaneous)

Medium: 1 week

Complex: 2 weeks

Info to provide to the EM:

- Name, date, location
- Estimated spots
- Required gear (ask availability 1 week before)
- Ask for blueprint for your event

If the event can be realized

↓
Event is added to the Agenda

*Minimum time limit can be discussed, contact EM

Contacts: Serena (EM) +39 3453856494

Yawen (PR) +46 769716441

Gear e-mail : gear@kthoutdoorclub.se

Simple events

BEFORE THE EVENT

Create plan for the event:

- Route to follow (komoot, other apps)
- Bus routes, transportation in general (specify time)
- Estimated gear needed (bonfire, disks...)
- Plan B (additional exit points, alternative routes)
- Sign the gear policy.

Write the following documents:

PUBLIC FACEBOOK EVENT

- Name and date
- Short description
- When the sign-up form will be posted
- Number of spots available
- Skill level
- Do NOT include the specific time-table yet

SIGN-UP FORM

- Detailed description of the event
- Disclaimer about the cancellation policy
- Questions to gain all the information that you require to organize the event, such as:
 - Name, phone number, email address

CONFIRMATION EMAIL

- Detailed description of the event
- Time-table
- Contact information of the organizers
- Cancellation policy

Ask the EM to check the information

Share info with PR

Facebook post is posted

→ Keep track of the signups (open a waiting list if needed)

→ Send confirmation email to the participants, and to people on the waiting list (participants are selected on a first-come first-serve basis)

Simple events

DURING THE EVENT

- Have contact information of EM and other board members for emergencies
- Have emergency numbers (ambulance for example)

Your responsibilities

- Follow the schedule
- Contact the EM or another board member in case of emergency
- Inform people about the route and the emergency plans
- Make sure everyone feels comfortable and not discriminated
- Check the condition of each participant privately, if someone is having a difficult time suggest alternative routes.

- You are encouraged to keep the group motivated
- In case someone wants to leave the event sooner, make sure to give her/him enough information on how to go back in a safe way

In case one of the participants is **injured**, you are responsible for **calling for rescue**

Most importantly: **HAVE FUN and ENJOY YOUR EVENT** !

AFTER THE EVENT

Provide to the EM:

- List of people that didn't show up
- Provide feedback to EM

Create a **pictures folder** in the event's folder on the Google drive + share it with the participants

Send Komoot root to:
events@kthoutdoorclub.se

Return gear if you had any

Medium events

BEFORE THE EVENT

Create plan for the event:

- Route to follow (komoot, other apps)
- Bus routes, transportation in general (specify time)
- Estimated gear needed (*ask availability 1 week before*)
- Plan B (additional exit points, alternative routes)
- Sign the gear policy.

Write the following documents:

PUBLIC FACEBOOK EVENT

- Name and date
- Short description
- When the sign-up form will be posted
- Number of spots available
- Skill level
- Do NOT include the specific time-table yet

SIGN-UP FORM

- Detailed description of the event
- Disclaimer about the cancellation policy
- Gear policy
- Questions to gain all the information that you require to organize the event, such as:
 - Name, phone number, email address, allergies
 - *Personal gear + requests to rent from KTHOC*

CONFIRMATION EMAIL

- Detailed description of the event
- Time-table
- *Links to shared Google sheets*
- Contact information of the organizers
- Cancellation policy

Ask the EM to check the information

Share info with PR

Facebook post is posted

→ Keep track of the signups (open a waiting list if needed)

→ Send confirmation email to the participants, and to people on the waiting list (participants are selected on a first-come first-serve basis)

→ *Create whatsapp/telegram group with the participants*

→ *Coordinate gear collection and be sure that everyone has what is required*

Medium events

DURING THE EVENT

- Have contact information of EM and other board members for emergencies
- Have emergency numbers (ambulance for example)

Your responsibilities

- Follow the schedule
- Contact the EM or another board member in case of emergency
- Inform people about the route and the emergency plans
- Make sure everyone feels comfortable and not discriminated
- Check the condition of each participant privately, if someone is having a difficult time suggest alternative routes.

- You are encouraged to keep the group motivated
- In case someone wants to leave the event sooner, make sure to give her/him enough information on how to go back in a safe way

In case one of the participants is **injured**, you are responsible for **calling for rescue**

Most importantly: **HAVE FUN and ENJOY YOUR EVENT** !

AFTER THE EVENT

Provide to the EM:

- List of people that didn't show up
- Provide feedback to EM

Create a **pictures folder** in the event's folder on the Google drive + share it with the participants

Send Komoot root to:
events@kthoutdoorclub.se

Manage gear return:
Mention that gear should be returned clean and dry

Complex events

BEFORE THE EVENT

Create plan for the event:

- Route to follow (komoot, other apps)
- Bus routes, *car rental*, *ferry*, transportation in general (specify time)
- *Estimated expenses overview* (transportation, food, *renting gear*).
- Plan B (additional exit points, alternative routes)

Write the following documents:

PUBLIC FACEBOOK EVENT

- Name and date
- Short description
- *Estimated costs*
- When the sign-up form will be posted
- Number of spots available
- Skill level
- Do NOT include the specific time-table yet

SIGN-UP FORM

- Detailed description of the event and its *costs*
- Disclaimer about the cancellation policy
- Gear policy
- Questions to gain all the information that you require to organize the event, such as:
 - Name, phone number, email address, allergies
 - Personal gear + requests to rent from KTHOC

CONFIRMATION EMAIL

- Detailed description of the event and *costs*
- Time-table
- Links to shared Google sheets
- Contact information of the organizers
- Cancellation policy

Ask the EM to check the information

Share info with PR

Facebook post is posted

→ Keep track of the signups (open a waiting list if needed)

→ Send confirmation email to the participants, and to people on the waiting list (participants are selected on a first-come first-serve basis)

→ Create whatsapp/telegram group with the participants

→ *Coordinate gear collection and be sure that everyone has what is required*

→ *Keep track of payments for confirmation of participation*

Complex events

DURING THE EVENT

- Have contact information of EM and other board members for emergencies
- Have emergency numbers (ambulance for example)

Your responsibilities

- Follow the schedule
- Contact the EM or another board member in case of emergency
- Inform people about the route and the emergency plans
- Make sure everyone feels comfortable and not discriminated
- Check the condition of each participant privately, if someone is having a difficult time suggest alternative routes.

- You are encouraged to keep the group motivated
- In case someone wants to leave the event sooner, make sure to give her/him enough information on how to go back in a safe way

In case one of the participants is injured, you are responsible for **calling for rescue**

Most importantly: **HAVE FUN and ENJOY YOUR EVENT** !

AFTER THE EVENT

Provide to the EM:

- List of people that didn't show up
- Provide feedback to EM
- *Expenses details*

Create a **pictures folder** in the event's folder on the Google drive share it with the participants

Send Komoot route to :
events@kthoutdoorclub.se

Manage gear return :
Mention that gear should be returned clean and dry

*Make a final accounting and
Manage payments between participants if needed*

NEED GEAR FOR YOUR PLANNED EVENT? IT'S FREE!

When organizing events for the KTH Outdoor Club through the EOC your event is entitled to free gear rental. However, to make this possible the organizer of the event should **request** all the gear needed **at least a week in advance** to when the participants would need it. Requesting gear is done through the form on our website.

RENTING

When renting gear, it is mandatory for the people who are going to either pick up the gear and or use it to **accept the KTH Outdoor Club Gear Rental Policy**. Even if they are not the one that has sent the rental request. The gear pick up and the gear hand back will be organized by the **gear manager(s)** via email after a rental has been requested.

CARING FOR AND USING THE GEAR

If you are unsure about **what gear you need** for an event and or **how to use** the gear rented? Please ask the gear managers what you might need and or how to use it since using something in an improper way might damage the gear. Everything that has been rented should also be **returned in the condition** it was when it was picked up.

ANY QUESTIONS?

For more information you could read the [KTH Outdoor Club Gear Rental Policy](#) and or reach out to the gear managers at gear@kthoutdoorclub.se