

Event management tips and tricks

The corporate event is a high risk event for every organisation!

A work function is an important way for an organisation to thank employees and celebrate the end of year or other special occasions. A successful function is not only enjoyable for everyone involved, but is also incident-free, with all guests returning home safely.

It's important to make sure you are protecting and promoting your company's image and expected behaviour before, during and after the event.

Corporate functions if not managed effectively can lead to:

- Brand/image damage;
- High levels of risky drinking;
- Increase in the number of injuries;
- Unacceptable behaviour; and
- Sexual harassment claims.

Party planning tips:

- Promote your event as a fun, activity filled celebration where alcohol is not the focus.
- Promote your organisation's Code of Conduct before the event so everyone knows what's expected of them.
- Appoint someone to be responsible for overseeing that the festivities run smoothly and to be the point of call should any problems arise on the day.
- Ensure your employees are being served by RSA (Responsible Service of Alcohol) trained bar staff.
- Avoid table service and "top-ups" as it makes it harder for employees to keep track of how many drinks they've had.
- Stop service of alcohol during formalities and speeches. This will help reduce the chance of high levels of intoxication.
- Provide plenty of free water, soft drink and other non-alcoholic drinks.
- Consider limiting drinks to beer and wine and avoid high alcohol content drinks.

Company events are high risk settings!

Event management tips and tricks

- Provide substantial and diverse food options making sure everyone's dietary requirements are catered for.
- Keep everyone busy, entertained and well organised. Kris Kringles, scavenger hunts, and staff competitions are fun ways to incorporate activities into the day that do not revolve around alcohol.
- Provide safe transport options such as taxi vouchers and communicate safe transport options prior to the event.
- Have a plan in place for managing intoxicated guests.
- Consider security options. Does the venue provide security? Should you hire your own?
- Log and document any incidents from the night.
- Hold a debrief session after the event to assess how it all went.
- Have fun!

Further information



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