



University of Otago Event Planning Toolkit

Marketing Services
Te Tari Kiko Pānui



About the Events Hub

The Events Hub provides university-wide event management services for events of significance. Our primary focus is on University-owned events including student recruitment events, conferences and symposia, graduation events, international delegations, and large public lectures.

The Events Hub does not provide services for external events held on-campus.

This toolkit has been designed to assist you to plan your event.

KEY LINKS:

- [University of Otago Events Hub](#)

Venues - University of Otago Dunedin Campus

The University has a range of venues suitable for most event types.

Timetables

Timetables cover most of the teaching spaces on campus as well as Dunedin School of Medicine rooms; ERG04; college staffroom; St David foyer ground floor; St David foyer mezzanine; Castle concourse, kitchen and backstage.

As teaching is the priority for these venues, bookings during semester and between 8am to 6pm will not be confirmed until the second week of semester.

Booking: For non-University events, please fill in the External Booking Request form. Once the form has been submitted, the team will contact you by email regarding options for rooms and to confirm any other details required to process your request.

To check availability and to book contact: timetables@otago.ac.nz

University Union

The Union covers the Main Common Room, The Link, Union Hall and Staff Club. There is a venue hire fee that cannot be waived due to the staff costs associated with the set-up and pack-down.

The Main Common Room has in-built stage and AV and can be configured for a range of event types of up to 250 people. It can also be combined with the food court for a large dinner function. Union Hall adjoins the Main Common Room can hold up to 440 people, however there is no in-built AV and it is not available over exam time.

The Link can be used for expos and other displays and exhibitions or when you are trying to engage students and staff. It can also be used as a catering venue for conferences held in nearby lecture theatres such as Castle and Burns. Please note, it cannot be closed to student and public foot traffic.

The downstairs rooms in the Staff Club are suitable for meetings and private functions of up to 50 people. The upstairs of the Staff Club can be hired for larger cocktail functions and formal dinners.

To check availability and to book a Union venue contact: catering@otago.ac.nz

To check availability and to book a Staff Club venue contact: staff.club@otago.ac.nz

Residential Colleges

The colleges have a range of venue spaces available for use from small meeting rooms to large dining halls and outdoor spaces. Each college offers a unique experience to suit your event style. Most colleges offer information about conferencing on their websites or you can contact the colleges direct.

During the summer holiday period the colleges are able to offer bed and breakfast accommodation for conference attendees. This is a popular choice for the budget-conscious particularly postgraduate students. Contact the colleges directly for availability and booking options.

To check availability and to book contact: accommodation@otago.ac.nz

Grounds

The grounds around campus are available to be hired for event use, including:

- Gardens beside Marama Hall
- Paved areas beside the Staff Club
- Paved areas beside St David Lecture Theatre complex
- Water of Leith steps
- Union lawn
- Plaza Building

To check availability and to book contact Property Services: property.services@otago.ac.nz

Other

There are a range of other meeting and event spaces that are not booked centrally including in the Clocktower, Marama and Allan Hall, Centre for Innovation, eConferencing, and departmental seminar rooms.

KEY LINKS:

- [External Booking Request](#)
- [Staff Club venue information](#)

Catering

The University Union offers a range of catering options from express catering through to conference packages and formal dinners. They are also able to cater at some external Dunedin venues including the Otago Museum, Toitū Otago Settlers Museum, and Dunedin Public Art Gallery.

To book catering for your event contact: catering@otago.ac.nz

KEY LINKS:

- [University Union](#)

Audio Visual Services

Lecture theatres

Lecture theatre technicians are there to help you make the best use of the lecture theatres. Contact them prior to your booking to set up a time when they can walk you through using the available equipment.

Lecture theatre staff are available between 7:30am and 9pm, Monday to Friday (or other times by prior arrangement) in the campus area offices to help you when using rooms on the Dunedin campus.

Campus Area	Ext	Hotline Number
Central Campus (Castle, Burns, Richardson, ISB, Library)	5768	021 386 042
North-East Campus (Archway, Quad, OBS)	5488	021 376 039
East Campus (UOCE)	4560	021 223 7622
North-West Campus (St David, Mellor, CFI)	8485	021 376 038
South Campus (Dental, Hunter Centre, Physio)	6525	021 376 037
Deep South Campus	7086	021 279 7086
After-Hours Hotline		021 376 040

Media Production Unit

Media Production offer a live video streaming service from various lecture theatres and other places on the University of Otago's Dunedin campus. A mobile video streaming service is also available to stream from other locations around New Zealand. Interlinking of multiple lecture theatres together is possible in some venues so that a number of audiences in different locations can view the same lecture at the same time.

For enquiries relating to lecture recording, interlinking or streaming contact Lloyd Walker, Media Production Unit Manager on 64 3 479 3779 or email lloyd.walker@otago.ac.nz

eConferencing

Information Technology Services offers and supports a number of different electronic conferencing (eConferencing) options at the University of Otago including audioconferencing, videoconferencing, and desktop videoconferencing.

To find out which eConferencing solution best meets your needs contact the specialist ITS eConferencing team on 64 3 479 8440 or email econferencing@otago.ac.nz

KEY LINKS:

- [Lecture Theatres](#)
- [Media Production Unit](#)
- [eConferecing](#)
- [Gravity Events](#)
- [Strawberry Sound](#)
- [Impressions Audiovisual](#)

Property Services

Cleaning

Custodial Services provide a regular cleaning service for the University's offices, labs, hallways, lecture theatres and public space. If you are organising a large event at a University venue, you should alert the Custodial Services team who can organise additional cleaning services. Additional cleaning is an added cost.

To arrange additional cleaning, email the Custodial Services Manager on cleaning@otago.ac.nz

Heating

The energy management team keep the University buildings powered and manage thermal control. To make heating arrangements for your event, contact the Energy Efficiency Coordinator Mark Mason on mark.mason@otago.ac.nz

If you are having thermal control issues at your venue contact Property Services for assistance: 64 3 479 8003.

Access and Security

Venue access

Lecture Theatre Technicians are able to provide access to most lecture theatres that have swipe card access. To arrange after-hour door access email door.access@otago.ac.nz

If your venue is not open contact Campus Watch on 64 3 479 5000/5001 who will be able to provide access with proof of venue booking.

Security

If your event requires security, or you are concerned this will be an issue, contact the Campus Cop who can provide advice on safety and security. Phone 64 3 479 4883 or email campus.cop@otago.ac.nz

Any function that involves students, and at which alcohol is present, is covered by University Regulations. The Registration of Social Function forms are to be completed by the organiser of the function and approved by the Head of Department. They are to be filed with the Proctor no less than 7 days prior to the event taking place.

KEY LINKS:

- [Proctor's Office](#)
- [Registration of Social Function forms](#)

Entertainment

The Department of Music, Theatre and Performing Arts are able to source staff and student performers for your events. Email mtpa@otago.ac.nz with your entertainment requirements and details of the event so they can approach the most appropriate lecturer and students.