



Clubs & Societies Summer Tips

Please go through this list and ensure everything is in order for the start of term:

Union Website

- Logo
- Club/Society name
- What you do
- When you have events/activities (regular and one-off)
- Committee (possibly include photo, contact details and general info e.g. course)
- Links to:
 - Social media
 - External websites
 - Constitution (update by 20th September)
 - Code of conduct (update by 20th September)
 - Risk assessment (update by 20th September)
 - Equipment list (update by 20th September)

Use the union's events feature to have your event displayed on the website!

Tip: This will possibly be the first impression students have of your club/society, use proactive language and remember a picture is worth a thousand words.

Social Media

- Logo
 - <https://www.wix.com/logo/maker> is a great starting point when creating a logo
- Cover photo
- Description
- Link to your Union webpage
- Link to other social media

Tip: In addition to the previous tip continue to communicate with your members throughout summer, and start scheduling key posts now while you have the time.

Fresher's Fair

- Create a stall rota
- Plan your stall design
- Create your promotional material
 - Includes flyers, posters, handouts, etc.
 - Ensure everything is bilingual
 - Use websites such as <https://www.canva.com/> to assist you

Events/Activities

- Start planning your regular activities
- Start planning your extra events

*Tip: Be proactive, book things before they go and start planning while you have time.
We are here to help so do get in touch!*

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