



Mystery Tour Guidance Document

- First draft of EMPs must be submitted **4 weeks** in advance to deputychair@ucdsocieties.ie.
- EMPs must be approved by the Societies Officer before an event can proceed.
- At all times, societies can and should engage with the Societies Office to help with planning.

What to Include

At the very least, an EMP should include the following:

- ☐ Event Summary
- ☐ Pre-event Planning
- ☐ Ticket Sales
- ☐ Budget
- ☐ Admission Control & Security
- ☐ Capacity
- ☐ A detailed timetable
- ☐ Venue details (including insurance and fire safety)
- ☐ Transport details
- ☐ Drop off & Pick-up Locations (**exact**, not general statement such as “at the venue” unless there is a dedicated carpark)
- ☐ Crowd Control
- ☐ Event Management
- ☐ Event Control
- ☐ Event Safety Officer
- ☐ Key Personnel
- ☐ Marshalling Plans
- ☐ Emergency Protocols (including, but not limited to, fire, assault, excessive drunkenness, lost attendees, medical emergency, ejection from venues, and breakdown)

Safety, Security & Planning

- Societies must book appropriate security for a mystery tour. Inquiries should be made to info@2protectsecurity.com.
- Societies must appoint an Event Controller and a Safety Officer **with sufficient experience** to run the event. This will likely be an external person. It is **extremely unlikely** that an auditor or committee member will have the necessary experience and/or qualifications to take on these responsibilities.
- Societies need not contact Estates Services when planning these events. Planning is handled internally in collaboration with the Societies Office.
- All buses should be scheduled to collect attendees for the events from the [O'Reilly Hall Carpark](#).
- Mystery Tours must be limited to 2 venues.
- **Venues must be within Leinster.**

Tickets & Wristbanding

- Ticket sales should be conducted in the Student Centre if cash is being taken. If said cash is not being brought directly to the bank, it should be brought to the Societies Office to be lodged in the safe.
- Tickets, either virtual or physical should be distributed at POS or soon after. • Wristbands should be distributed upon arrival to the buses.

Event Personnel

- Auditors should agree a code of conduct for key personnel, covering points such as responsibilities for the evening and remaining sober for the duration of the event.
- All emergency contact and medical information should be gathered ahead of time.
- Societies should confirm with bus providers what the alcohol consumption policy is on buses.
- Societies have access to a first aid kit during the event, and someone who is adequately trained to use it.