



04

**How to be
the best
Society**

Guides

An email will have been sent to all Committee at the start of the year with all the guides you'll need for the year.

You can also find all our guides on the webpage in the committee resources page.

These guides include:

Webpage

Native

Volunteering

Events

Dashboard

Room Booking

Sponsorship

Merch

From last year...

What were your highs



What were your lows

How to make the most out of your society

Banner
outside
the room

Welcoming
Entrance

Ice
Breakers

Music
Playing

Rest of
the year
plans

Prizes/
Initiatives

October Sessions



2nd – Quiz Night



9th – Fancy Dress Social



16th – City Scavenger Hunt



23rd – Craft Night



30th – Halloween Film Night





**What is
stopping
people
attending
your
sessions?**

Participation

What is
stopping
people
attending
your
sessions?

Timing

When are they
most free?



Cost

Is it too expensive
for them?



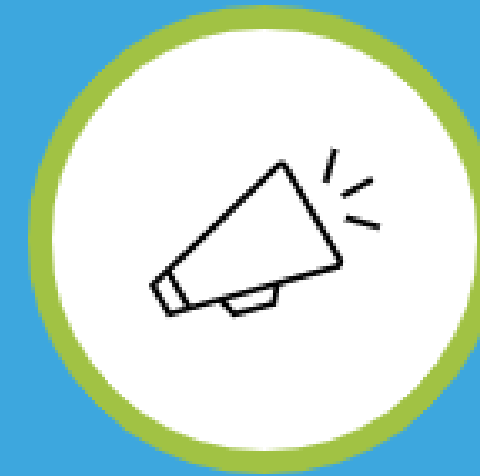
Accessibility

Is there any disabilities
or conditions that is
preventing them?



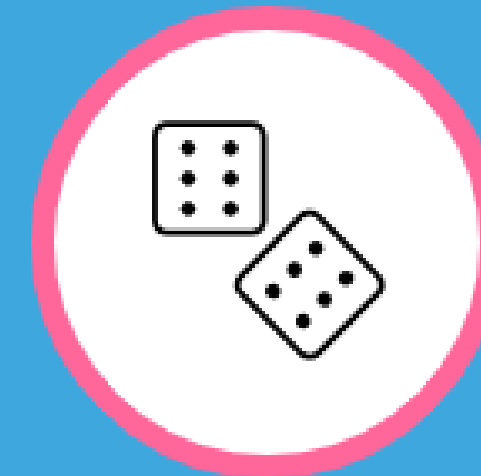
Awareness

Are they aware of
when/what/where?



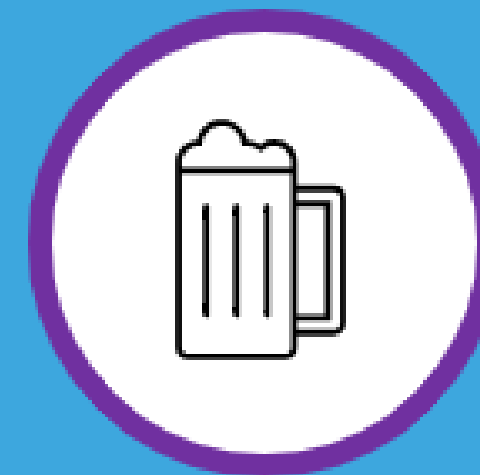
Content

Is it something
they want to do?



Alcohol

If you are having an
alcohol session you
must also host a non-
alcoholic alternative



How to Get Members

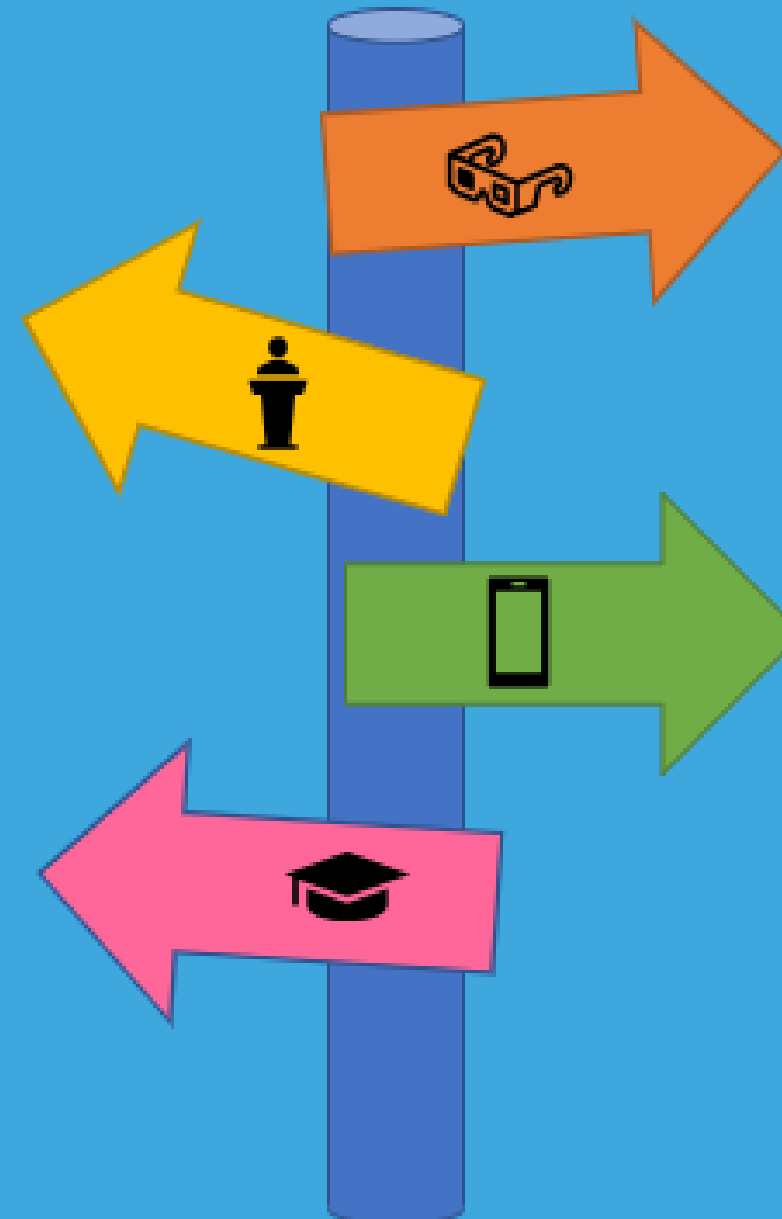
LJMU have 27,000 students. “So why can I only get 5 members at our sessions?” This all comes to promoting your society.

In Person

- Posters and Leaflets in SU Spaces
- Walk around Cafes at lunchtime
- Book a stall at the SU Spaces

Academic

- Get a shoutout in a lecture
- Send out an email to every student in the faculty



Freshers

- The best opportunity
- Stall at the Freshers Fair

Social Media

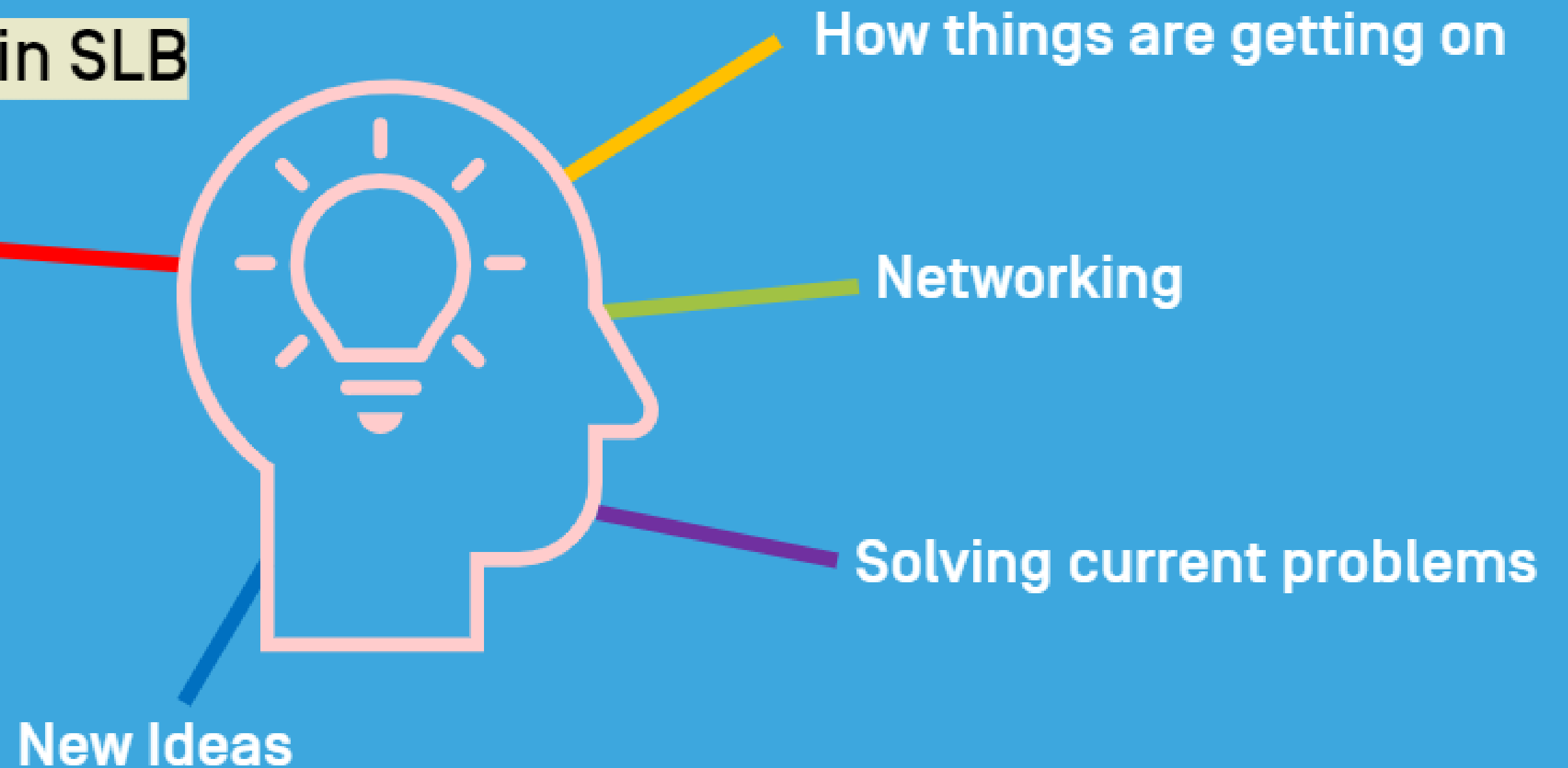
- Freshers Pages
- Accommodation Pages
- Your own Social Media

Society Forums

- Have your say!
- Monthly Meetings in SLB

Any changes needed?

If you want promoting on social media platforms/website, please apply during the forums



Forum Dates

14 October 17:15pm
11th November 17:15pm
2nd December 17:15pm

RA and Code of Conduct



The Risk Assessments and Code of Conducts for your societies have been sent out



You will need to read, sign and send back over (AS A PDF) to JMSU asap.

You will not be able to host sessions until these are completed.

Room Bookings

All Presidents and Vice Presidents should now have access to book SLB rooms

Monday 6-9pm
Tuesday 6-9pm
Wednesday 1-9pm
Thursday 6-9pm
Friday 6-7pm

Think about hiring external spaces if you want an alternative time

Email Tom for Activity Space bookings

Tips for Freshers or Refreshers Fairs

Attract

Attract students over to your stall with Freebies, Games, Pictures!

Talk

Show an invested interest to every student going past
How are they?
What are they studying?
What are they interested in?

Prepare

Bring food and drink as they won't be provided.

Inform

Tell them as much as you can -
What you do
When you meet
How to sign up

Visual

Make your stall stand out from the others.
Put yourself into their shoes - What would make you stop and join their society



Tips

Always put your course ahead of your society!

Chat to your committee about any problems

Ask the members what they want to do

If you're only 95% sure, still ask

Don't burn yourself out

**THANK
YOU!**

**Have an amazing
year!**

Contact us

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