

Event Arranging

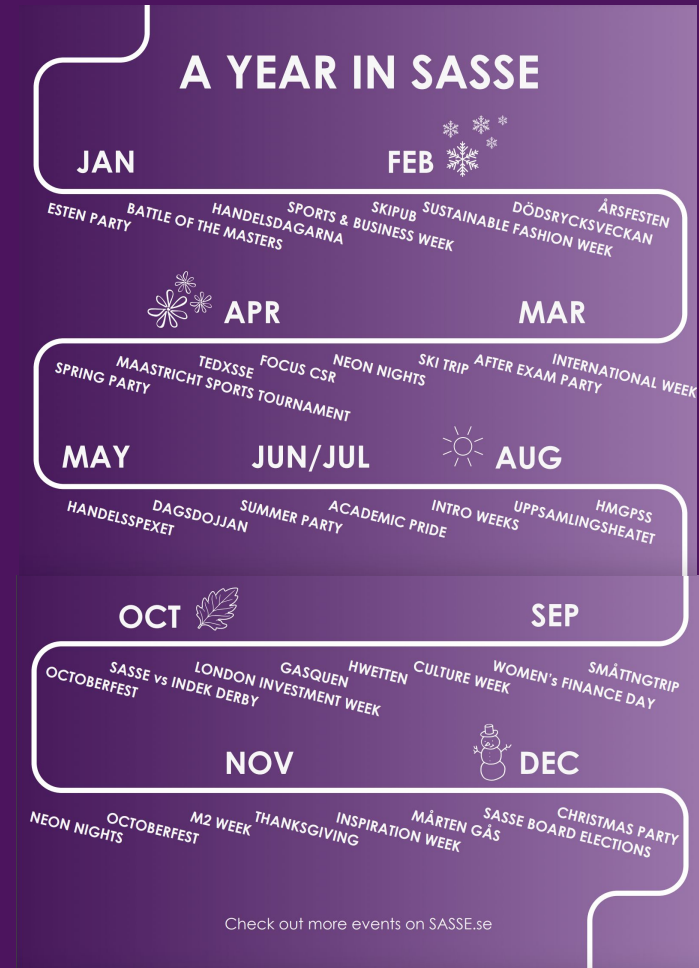
Lecture



A lot of
different
events during
a year!



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Today:



Parties

According to a study at Harvard, **parties** at universities contributes a lot to individuals and the group as a whole.

Social Bonding and Friendships

Stress Relief

Cultural Exchange and Diversity

Networking

Memories and Traditions



Purpose

For you to have the knowledge to host safe and enjoyable events.

For both guests and YOU



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Questions?

Ask them right away!



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Responsible Serving

with Erik Milburne



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The holy SASSE alcohol permit

 LÄNSSTYRELSEN I STOCKHOLMS LÄN

TILLSTÅNDSBEVIS

Beslutsdatum 1992-05-18 Dnr 510.92.4135

Tillståndshavare
HANDELSHÖGSKOLAN STUDENTKÅR
SVEAVÄGEN 65
113 50 STOCKHOLM

Tillstånd till servering av drycker enligt lagen (1977:293) om handel med drycker

Giltighetstid	Fr o m till t o m	Personnr/Organisationsnr	Telefon (tillståndshavarens)
	tills vidare	414474-0000	08-32 10 89
Serveringsställe	Namn	Restaurangnr	Kategori
	HANDELSHÖGSKOLAN		
	Gatuadress	Län	
	SVEAVÄGEN 65	41 447 4	24
	Postadress	Telefon (serveringsstället)	Kommun
	113 50 STOCKHOLM	08-32 10 89	Stockholm
Serveringslokaler	Lokaler inom vilka servering får ske		
	Jämför rätning daterad	Servering får ske i drickbar enligt rätning daterad	
	1980-01-25		
Serveringsomfattning	<input checked="" type="checkbox"/> Året runt <input type="checkbox"/> Årligen under tidsperioden		
	Servering får ske enligt följande		
	Alla slag av alkoholdrycker till studerande och lärare vid Handelshögskolan samt deras gäster vid av programutskottet arrangerade evenemang		
	Självservering får ske av		
Serveringstider	Ölservering får påbörjas tidigast kl 0700 och skall avslutas senast kl 0300 Spritdrycks-, vin- och starkölsserveringen får påbörjas tidigast kl 1200 och skall avslutas senast kl 0300		
Föreskrifter	Serveringslokalerna skall vara utrymda senast 30 min efter serveringstidens utgång (stängningstid)		
	Föreskrifter enligt bilaga I		
Äldre tillståndsbrev	Datum	Dnr	
	1989-08-08	34.0411-319-89	
Tidigare tillståndshavare	Organisationen		

1992-05-18

Ölservering får påbörjas tidigast kl 0700 och skall avslutas senast kl 0300
Spritdrycks-, vin- och starkölsserveringen får påbörjas tidigast kl 1200 och skall avslutas senast kl 0300

“Serving of beer can be started at the earliest at 07:00 and end at latest 03:00.

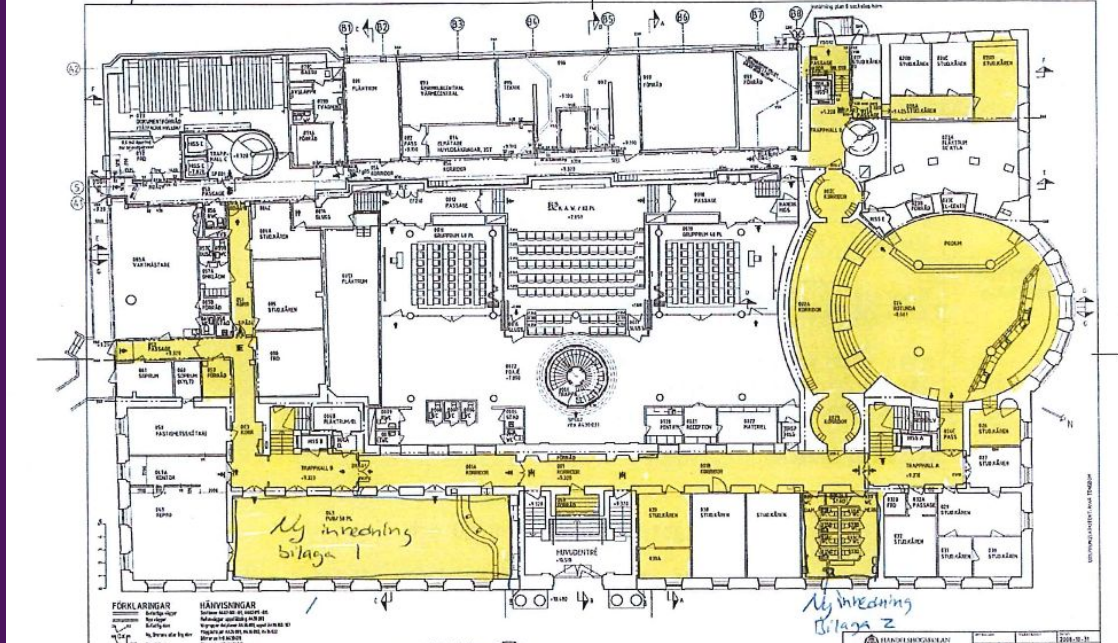
Serving of hard liquor, wine and strong beer can be started at earliest at 12:00 and end at latest 03:00.”



ALL alcohol orders with alcohol consumed at school
should go via Spritis@sasse.se



The holy SASSE alcohol permit



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During the party



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What the Tillstånd looks at and what we
should follow at all times



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Control over the situation



Do NOT serve alcohol to people who are **too drunk**



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Do NOT **drink while working/serving alcohol**
(no guests behind the bar)



Water station should ALWAYS be available



x 4



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All **empty bottles** should IMMEDIATELY be thrown away

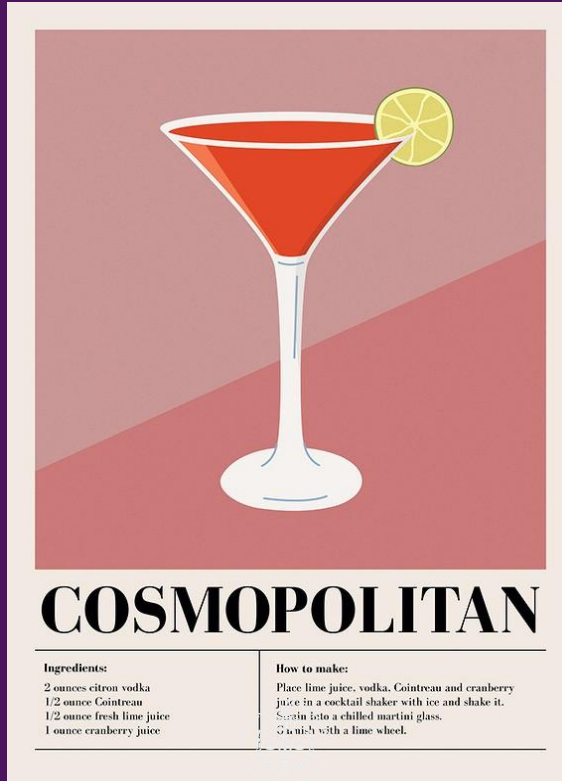


Smaller (but important) things

- Offer receipt
- Don't let people leave the premises with alcohol
- Don't let anyone bring their own alcohol
- Food should always be offered (Billys pizza or Convini)
- Follow the working-schedule
- Listen to the people in charge
- The Clubmaster will always be available at parties and has the final say



Most important - **SAFETY**



Infocenter



Nicole Engman



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What does infocenter do?



Agreement on the use of the Light House Room (#120) at the Stockholm School of Economics

The Light House Room at SSE is intended only for the school's own operations.

Premises may not be subleased. If you no longer need the room/venue, cancel the booking of the room as soon as possible.

All events must end no later than 22:00

You who have booked the room/venue are responsible for:

- Picking up the key the same day as the event is taking place at Info Center.
- Return keys to the Info Center between 08:00-17:00. If you have an evening event, call the security guard, and leave it to them.
- Checking the equipment in the room before the event. If something does not work, this must be notified to the Premises Caretaker, premisescaretaker@hhs.se, before the premises are taken into use.
- Informing yourself about the safety regulations. No doors leading out / in from the school may be left open unattended and you are responsible for ensuring that no unauthorized persons have access to the school's premises.
- Read through our security and safety regulations well in advance of the event; **Security and safety (hhs.se)**
- Within the School, there is a total smoking ban and smokers are directed to go outside to smoke.
- Reporting any damage that may have occurred during the event. You report this to the Premises Caretaker, premisescaretaker@hhs.se. Any damage to the premises and/or the interior will be charged to those responsible for the event.
- **No food or beverages are allowed in the Light House Room, neither inside or outside the hut.**
- **Make sure the room is cleaned and restored when you leave it.**
- **Cleaning must be performed by the schools cleaning company, Public Clean.**
Cost: 310 SEK / person and hour. A minimum of 4 hours is required after 3pm and on weekends. Contact them well in advance, at least a week before the date you need their services.
- Making sure that all doors and windows are locked and that the lights are shut off when you leave the room/venue.
- Making sure there is a contact person who can be reached at 07:00 the first working day after the event.

Events after 19:00 and on weekends

The ventilation may need to be adjusted for events that take place after 19:00 and on weekends. Contact the Premises Caretaker well in advance of the event to make sure the ventilation is set up correctly.

Contact information:

Room/venue booking: Info Center, info@hhs.se, +46 8 736 90 00

Premises Caretaker, premisescaretaker@hhs.se

Security guard +46 70 555 55 98

Public Clean, Nabila Said, nabila@publicclean.se, +46 70 176 31 80



I have read the above information and take full responsibility for Lighthouse room:

Date of Event: _____

Time of event: _____

Signature: _____

Mobile phone: _____

Name clarification: _____



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What does infocenter do?

- To book any of Info Center's venues, you need to send an email to us at info@hhs.se

- What venues can you book?



Bookings in SSE Premises



Peter Fridlund



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Bookings in SSE Premises



Agreement concerning use of rooms and premises at the Stockholm School of Economics

The rooms and premises of the Stockholm School of Economics are intended solely for the events and activities of the School and its student organization. This means that rooms and premises can only be reserved for use by these entities and their related units, which include IFL, SIR, EHFF, EUS, CASL, SSES, SIFR, SHOF, SCORE, SSE Business Lab, as well as the board of the student organization.

1. Those who use rooms and premises at SSE should familiarize themselves with the equipment, furnishings, and safety regulations to ensure that neither premises nor guests are damaged or injured as the result of negligence.
2. Keys and keycards (see appendix 1) and cleaning instructions (see appendix 2) must be picked up and the agreement signed at least three working days prior to the event.
3. Any damage to the rooms and premises is to be repaired or paid for by the lessee.
4. All equipment in the rooms and on the premises should be inspected by the lessee. If anything is faulty or defective, the maintenance staff is to be contacted prior to the use of rooms and premises.
5. The rooms and premises cannot be sublet or lent out for use to another party. Reservations should be canceled immediately if the rooms and premises are not to be used.
6. Porcelain ware etc. that is to be picked up by the catering firm must not be left in hallways or entrances.
7. Entrance and exit doors to the School must not be left unattended if unlocked.
8. In the evening, SSE security can be contacted if necessary at 070-555 55 98.
9. All events must finish by 11:00 PM at the latest, if no other agreement has been reached.
10. Those who use rooms and premises are responsible for ensuring that no unauthorized persons gain access to the School and its facilities. This means that doormen are to be present throughout the entire event. Smoking is strictly prohibited inside the School, and smokers are kindly asked to step outside.
11. The lessee will take care of the cleaning either on their own or through an external cleaning agency. Cleaning is to be carried out in closest possible proximity to the event. If the event is held on a Saturday and the rooms and/or premises are not booked for use the following Sunday, it is possible to carry out the cleaning then. *Remember that the restroom facilities are to be cleaned as well.*
12. Doors and windows must be locked and the lights turned off following the conclusion of the event. Failure to do so may jeopardize the lessee's continued use of rooms and premises at the School.
13. All furnishings is to be handled by the lessee on their own. By agreement, the School's staff may be of assistance during office hours. Furniture etc. is to be returned, without exception, to its original configuration, in addition to being well-cleaned.
14. There must always be a contact person who is reachable at 7 AM on the first working day following the event.
15. Special conditions

Failure to meet any of the above conditions and/or obligations may lead to a penalty fee of 50 000 SEK, in addition to the cost of professional cleaning.



Appendix 2 (2)

To those who will be using the *Stora salen* kitchen

- Remember that you are borrowing a kitchen. This places high demands on cleanliness both during and after the event. Everyone must clean up after themselves.

- The coffee maker must be cleaned after use. Please rinse coffee pots and filter holders. The percolator to the right is only meant for tea water, including the filters.

- The oven may only be used for heating up food. Always use oven foils to cover the food – otherwise, cleaning will be difficult.

- All workspaces, the refrigerator, and the floor should be wiped clean.

- If you are using the cooling boxes, make sure they are closed properly.

- It is the lessee's own responsibility to learn how the different utilities work.

- Make sure to turn off the lights and close and lock the door when you leave the kitchen.

Cleaning *Stora Salen*, *Prinsens gallery* and *Terrassrummet*

- A cleaning cart with tools and cleaning solutions can be found in the closet space on Floor 5 at Holländargatan, along with green carriages for garbage bags.

- The floor is to be swept, the tables are to be wiped, and the lavatories are to be cleaned.

- After cleaning is completed, the green carriage and the cleaning cart are to be placed outside the elevator on Floor 4.

- Porcelain ware etc. is to remain in the kitchen until it is due to be picked up by the catering firm the day after the event. Make sure that the catering firm arrives as early as possible. Food leftovers should be put in a special container found in the kitchen. Nothing must remain in the rooms or on the premises.

ATTN. The wooden floors are very sensitive to stains. Please remove stains immediately to keep them from penetrating the floor.



Appendix 1 (2)

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29. There must always be a contact person who is reachable at 7 AM on the first working day following the event.
30. Special conditions

Important phone numbers

Room reservations and keycards
Peter Fridlund: 076-111 08 81
Jimmy Hansen: 076-111 08 82

Keys
Juliana Ahonen: 076-111 08 87
Göran Tullund: 070-111 08 83

Room reservations, other than seminar and lecture rooms
Anette Jeremyr: 070-301 30 72

Security: weekday evenings 5 PM – 7 AM and weekends
070-555 55 98



Bookings in SASSE Premises



Bookings in SASSE Premises

- Bookings are handled through your respective committee president or the Vice President
- If you are a part of an Independent Project please go through the Vice President



Bookings in SASSE Premises

- Bookings are handled through our master calendar.
- Do not book anything here without checking with your committee president and/or the Vice President.
- Make sure to book **WELL IN ADVANCE**

NU Company Event: Cevian 08:00–09:30		NU Company Event: Lincoln 08:00–09:30	WFD prepa decor s in 08:00	
WFD Frukeat 09:30–10:30			WFD Company Event 09:30–11:00	
WFD Inspirat 12:15–13:00	NU Company 12:00–13:00	NU Company 12:15–13:00	NU Company 12:00–13:00	WFD Compan 12:00–13:00
WFD Company Event 14:00–18:00		WFD Company Event 14:00–15:30		
ATTEST - Na	NU Company Event: EY 16:00–18:00	FRIED MAN S REHE ARSA L 17:00–18:30		
NU Company Event: OPX Partners 18:30–22:00	WFD Comp Event 18:30–	Master Account g Eve 18:00– Rotun	NU Comp any Event : Bank of Ameri ca 18:30–	QCM: WFD Banquet + Afterparty 17:00–03:00 External location
			WFD Event: Corporate Wardrobe Event with Säker Stil Down 18:30–21:00	



Access to SASSE Premises

- Come to the Vice President or Karen

- Partyblipp



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USER AGREEMENT – SIGNATURES

I have read and understood this document and what is expected of me as responsible for the activity.

I have also understood that if the cleaning isn't completed to a satisfactory standard, the Vice President may charge the project/committee/renter for the additional cleaning cost and the possibilities of using the premises once again will be limited.

Name & Registration nr.:

Date:

Signature:

Signed by a member of the SASSE Board:

I have received all keys/access and checked that the premises keep a satisfactory standard.

Signature:

Date:

Accountability

- The day after a member of the SASSE board will inspect the room that was used. Preferably the Vice President or the Clubmaster.
- The member will sign off that you have done an adequate job.
- If not, then it will impact future use by your committee



THE STUDENT ASSOCIATION

USER AGREEMENT – SIGNATURES

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Name & Registration nr.: _____ Date: _____

Signature: _____

Signed by a member of the SASSE Board:

I have received all keys/access and checked that the premises keep a satisfactory standard.

Signature: _____ Date: _____

Bookings in SSE Premises

- First go up to room 550, you find it on the 5th floor - just straight ahead from the staircase closest to Kungstensgatan.
- Ring the doorbell and get the help needed from either Jimmy or Peter.
- Sign the contract and bring it to your committee president or the Vice President for them to sign.
- Bring it back to Jimmy and Peter in 550!



Bookings in SSE Premises

- **At the time of the event:**
 - Go to your booked room, if it is locked call campus security and they will unlock it for you.
 - Have your event! Have fun!
 - Clean up after you, leave it like you found it.
- **Accountability:**
 - **YOUR** name will be signatory. **YOU** will be personally responsible if the you misuse the premises.
 - It **WILL** impact your ability to book rooms in the future



**Never ever host an event somewhere without
booking first!**



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Stakeholder Events



Susanne Eriksson

susanne.eriksson@hhs.se



Linn Hansson

linn.hansson@hhs.se



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A photograph of a live musical performance at night. In the foreground, a man in a dark suit is seated at a keyboard, playing. To his left, another man in a dark suit stands, playing a saxophone. The background features a large, multi-story brick building with several windows, some of which are illuminated from within. The scene is lit with warm, orange-toned lights, creating a vibrant atmosphere. A large, dense green hedge is visible on the right side of the frame. The overall composition suggests a high-profile event or concert.

500+

EVENT AT SSE DURING 2024!

MISSION FROM 1909

STRENGTHEN SWEDEN'S COMPETITIVENESS



EXTERNAL RELATIONS



SSE'S CORPORATE PARTNERS

NETWORK

CAPITAL PARTNERS



SENIOR PARTNERS



PARTNERS



RETAIL CLUBS



STAKEHOLDER EVENTS – WHAT WE DO

Supporting the organization

- Strategic **overview** and coordination to achieve more synergies and efficiency
- **Structure capital** + sharing
- Catering-services
- Consultation and hands-on support

Academic ceremonies

- BSc, MSc and MBA graduation
- Doctoral conferment and installation of professors
- Installing new Presidents
- Inaugurations and other academic celebrations

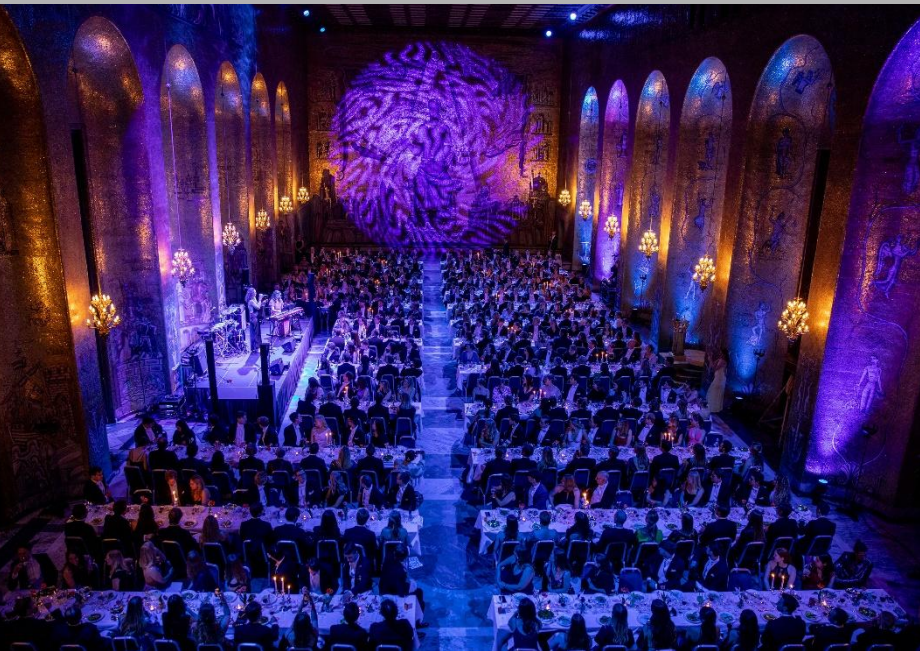
Official guest visits

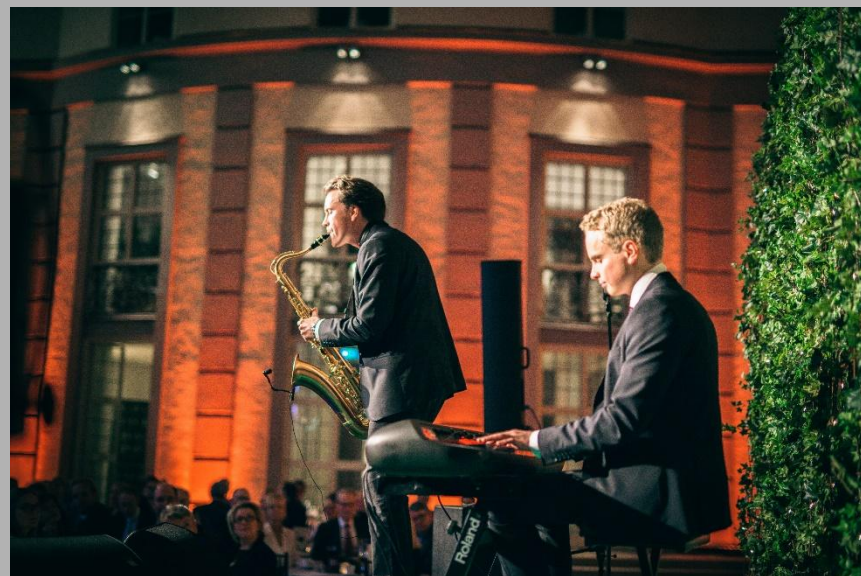
- Eg: Royalty, politicians and the Nobel Lecture

GAPP & HOI

- Seminars, conferences and events
- Visiting professors
- Tech Initiative events









SUPPORTING OUR EDUCATIONAL MISSION - FREE



FACT- & SCIENCE-BASED

REFLECTIVE & SELF-AWARE

EMPATHETIC & CULTURALLY LITERATE

ENTREPRENEURIAL & RESPONSIBLE



- Knowledge (Mind) +
- Bodily presence (Body) +
- Spiritual development (Soul)

THE SEE FACTORY





Event Management

[Home](#)[Checklists & Guidelines](#)[Digital tools for event mgmt](#)[Event Suppliers](#)[Contacts](#)[Edit](#)[+ New](#)[Page details](#)[Analytics](#)[Publ](#)

Event Planning

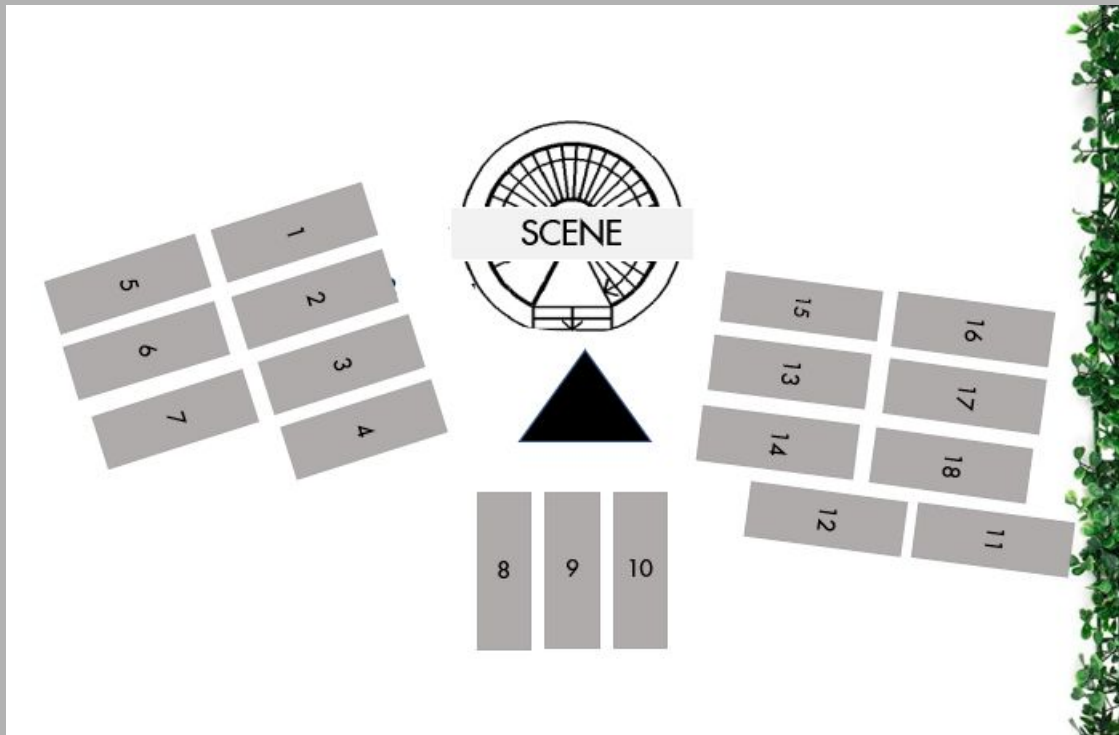
[Before the event](#)[Executing the event](#)[After the event](#)

Catering

[Catering](#)[Request for catering support](#)

Important links

[GDPR at events](#)[Safety & Security](#)[Branding portal](#)



EVENT PLANNING INVOLVES...



InfoCenter

Security

Facilities

IT-services

Public
Clean

Event
Planner

Graphic
material

Format

Photographer

Marketing, PR &
communication

FREE

Art

Flow-char
ts

Budgeting

Sustainability, Diversity,
equity & Inclusion

Stakeholders
/Guests



Invitation, RSVP
& follow-up

Purpose

Impact &
engagement

SSE brand

Speakers &
entertainment

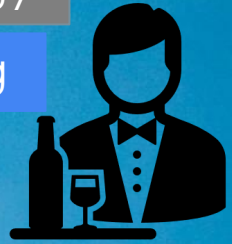


Stage & décor

Technology

Networking

Food &
Beverages



Alcohol license

Service

Knowledge &
reflection

Cleaning &
refurbishing

CRM & Event
system(s)

Venue

Students, SASSE
& faculty



Keys &
doors

Internal &
external
coordination

MONDAY GROUP: COORDINATES THE EVENTS – INFORM US!

Meetings every Monday morning!

- Vice President, SASSE
- Security coordinator
- Project Manager, Stakeholder events
- Internal Communications Manager
- Info Center
- Catering Manager
- Assistant to Lars Strannegård
- Public Clean
- Assistant to Katarina Hägg, CEO Exed
- Support Technician

WHY?

To coordinate catering, cleaning, venues, stakeholders, find synergies with other departments – that in the end strengthen SSE brand.

SSE EVENT CALENDAR – COLLABORATION & SYNERGIES

Date	End date	Time	Event name	Organizing unit / department	Contact person	Venue
24-Apr		10:00-17:45	Sustainability week - FAIR		SASSE: Aarvi Singh	Atriet zon 1
24-Apr	24-Apr	12:00-13:00	Lunch lecture (Mikael Claesson, ÖB, Försvarsmakten)	AOS (Akademiska Officerssällskapet)	Anna Laurell Nash	KAU
24-Apr	24-Apr	08:00-16:00	HOI PhD conference	HOI	Abdimajid Khayre	HOI Lecture hall
24-Apr		18:30-20:00	SASSE Sustainability Group panel	SASSE/CIVICA	Joanna Ziolkowska, Therese Hartman sustainabilityweek.projectmanager@sas.se	Atrium, Estrid
25-Apr		09:00 - 12:00	Staff photo	ER	Charlotte P	Atriet zon 5
25-Apr		12:15 - 14:00	Tech talk with KVINNOVATION + mingle	Tech Initiative	Franz Ewigleben	Cabinet room
28-Apr	28-Apr	08:30-19:00	AI for Business Leaders 2025	EXED	Ylva Wallin	A538 Rana Begum
28-Apr		10:00-14:00	EMBA Council European Regional (lunch)	MBA	Patricia O'Sullivan	Atriet zon 1 & KAU A542, A328, A536
28-Apr	28-Apr	All day	EMBA Council European Regional	MBA	Patricia O'Sullivan	Atriet zon 1 & KAU A542, A328, A536
28-Apr	30-Apr	all day	European Sports Business program	CSB	Anna Laurell Nash	HO, terrace room
29-Apr		09:00-11:00	Lock down exercise, faculty	Security and HR	Ellen Falkenström	A350
29-Apr		10:00-14:00	EMBA Council European Regional (lunch)	MBA	Patricia O'Sullivan	Atriet zon 1 & KAU
29-Apr	29-Apr	All day	EMBA Council European Regional	MBA	Patricia O'Sullivan	Atriet zon 1 & KAU
29-Apr		12:15 - 13:00	Tech seminar How AI is impacting the professional service industry	Tech Initiative	Franz Ewigleben	Yinka Shonibare room, 536
30-Apr		09:00 - 12:00	Staff photo	ER	Charlotte P	Atriet zon 5
5-May		09:00-11:00	Lock down exercise, faculty	Security and HR	Ellen Falkenström	A350
5-May		12:15-13:00	Sport Talk: Management Diploma for Athletes	CSB	Anna Laurell Nash	Ragnar
5-May		14:30-17:30	Alleima - Accelerate & go Beyond	EXED	Lisa Spencer	Yinka Shonibare room, 536
5-May		17:00-24:00	TedX	Medu	Isak Persson	Stora salen
6-May		12:15-13:00	Firstform talk: Mamma Andersson	Art Initiative	Nino Tadaros (Ninhursag)	Heckscher Ohlin
7-May		17:30-21:00	Investor night	SSE Business Lab	Hugo Mörén	SSE Business lab office
7-May		10:00-12:00	Visit	ER-SE	Helena Kvist Åslund	Atriet all zones
7-May		16-18	SBL Reunion	EXED	Martin Benítez	Heckscher Ohlin
7-May		08:30-11:30	Executive Leadership Program (ELP)	Exed/SSE	Katarina Justin	Heckscher Ohlin + konstrunda; Direktör
7-May		17-18	Musical Art Tour	Art Initiative	Nino Tadaros (Ninhursag)	Meet in the atrium
7-May	7-May	16-19	SBL Reunion	Exed	Martin Benítez	Heckscher Ohlin
8-May		11:30-13:30	Energy Talk 2025 AI and the Future of Energy	SITE	Dominick Nilsson	Torsten
8-May		12:00-13:00	Föreläggspresentation, GAIN	SASSE - NU	Sophie Öhagen	Ragnar
8-May		13-17	Art workshop with Inuiti	Art Initiative	Nino Tadaros	Atriet

Add to calendar when...

- External speakers/guests involved
- In SSE's premises

Find the calendar here!

Questions?

Welcome to SSE
Event Planning Dialogue
June 4, 10.00 - 11.00
in Torsten



THANK YOU
We are here to support!

DEI

Diversity, Equity and Inclusion



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DEI

- Might be easy to forget - but extremely important!
- How do we make events and gatherings more inclusive and welcoming?



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DEI

Strive for gender equality and diversity in your speakers and panelists

- Your event will be much more interesting when you have a mix of speakers and panelists.
- Avoid more than 60% of any particular gender and include people from different backgrounds and professions!



DEI

Watch out for offensive content

- Not a cancel culture thing. Respectful discussions of controversial topics are welcomed. But be on the lookout for content that may be deemed offensive or inappropriate.
- Tip: Ask any entertainers to send their material in advance!



DEI

Make sure the venue is accessible

- Ensure that disability accommodations are available for attendees.
- Use Bertil Ohlins Gata as the official SSE entrance



DEI

Use gender neutral language

- At SSE we **DON'T** address a crowd by saying “ladies and gentlemen”
- Use greetings such as: Dear Guests, Honorable Guests, etc.



DEI

Keep food and drinks inclusive

- Try to provide guests with the opportunity to specify dietary needs in the invitation.



DEI

- More questions? Concerns?
- Contact: Olivia Marrero Engström - DEI Specialist
olivia.marrero.engstrom@hhs.se (+46) 72-076 95 26



THE STUDENT ASSOCIATION



Security Coordinator



Elin Holmström



THE STUDENT ASSOCIATION

SECURITY AT EVENTS

2025



2. ON SITE SAFETY, BEFORE THE EVENT STARTS

Check already stated safety routines with the venue

- Evacuation plan
- AED
- Security guards, say hello and provide your number

Inform the other workers about the routines

- Evacuation plan (closest exit, where to meet up, who does what in case of fire)
- Lock down
- Security guard number



3. EVENT STARTS

Registration

Inform the guests

- Evacuation plan
- AED
- Come to you if there is anything concerning them

ENJOY YOUR EVENT!



COMMUNICATION

When a high-profile person is attending or holding a presentation at an event, for safety reasons, please do not communicate the exact location of the event.



After the party



THE STUDENT ASSOCIATION

Restore everything

Have a dialogue with the Clubmaster

Restore fences in Pansar

Write to the Spritmästare how much is left over

Leave the alcohol in puben and NOT in any other place

Cleaning...



The fun part
CLEANING!



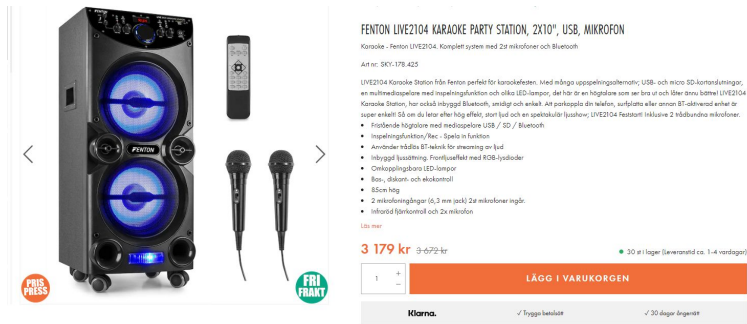
WHY CLEAN?

- Extra cost (several thousands...)
- Working climate for staff and student
- Floors get ruined if not cleaned properly (more costs for SASSE...)

WHY CLEAN?

Extrastädning special dagtid (Fastighet)	1,00 st.	2 100,00	2 100,00
Extrastädning special dagtid (Fastighet)	2,00 Tim	450,00	900,00
Netto			3 000,00
Moms 25,00%			750,00
Öresavr			0,00
ATT BETALA (SEK)			3 750,00

WHY CLEAN?



x 1 Karaoke machine



x 6875 cups of coffee



x 288 cheeseburgers



VONYX DB4 PRO HOPFÄLLBAR DJ-BÅS MED VITA OCH SVARTA LYCRADUKAR

Mobil DJ bås med 4 skärmar DB4 SKY-180.050

Art nr: SKY-180.050

Komplett professionellt DJ bås / DJ Booth-system, inklusive kraftfull DJ bord Inklusivt väskor för enkel transport och förvaring.

- Vikbar perforerad DJ-hylla fast vid DJ-monter
- Inklusive svarta och vita Lycra-omslag, Kompakt hopfällbar design
- Svart metallfinish, Kompakt och lätt design, Enkel och snabb att installera
- Kan tändas bakifrån med en mängd olika effekter, Levereras inklusive bärväska

Läs mer

3 400 kr ~~4 014 kr~~

- 23 st i lager (Leveranstid ca. 1-4 vardagar)

1
+
−

LÄGG I VARUKORGEN

Klarna.
✓ Trygga betal sätt
✓ 30 dagar ångerrätt

DJ-BÄNK CASES / CONSOLECASE DJ-BOOTH - DJ BÄSK/STATIV DJ-UTRUSTNING. PRODUKTER MED FRI FRAKT. ERBJUDANDE JUST NU

x 1 DJ Booth

Sasses Pizzeria - T-Shirt

300 SEK
Tax included

- 100% Organic cotton
- High quality DTG Print
- Normal Fit

Your order normally ships out after 3-5 working days.

Size

5

Quantity

- 12 +

Add to

Buy with **shop**

“THE LAST STRIKE”



The Last Strike

- SASSE Cleaning Document -

Authored by Calix Stålheim on 2011-03-30

Revised by Mats Wollin on 2016-04-18

Revised by Joel Berberes on 2022-03-14

Revised by Hådda Gummesson on 2024-03-13



The Last Strike

- SASSE Cleaning Document -

STORA SALEN EDITION

Authored by Calix Stålheim on 2011-03-30

Revised by Mats Wollin on 2016-04-18

Revised by Joel Berberes on 2022-03-14

Revised by Hådda Gummesson on 2024-03-13

“THE LAST STRIKE”



THE STUDENT ASSOCIATION

THE CLEANING AREAS

Note that only the areas that have been used have to be cleaned. If you arrive and the premises are at below-par standards, you are responsible for taking a picture of them and showing the Vice President afterwards. If this is not done, you are responsible for cleaning the premises to proper state.

☒ = The goal is completed.

The Rotunda (video instruction [here](#))

- ☐ Remove everything from the bar + the counter behind the bar and wipe.
- ☐ Clean out the refrigerators.
- ☐ Remove any ornaments, signs, marketing material, price lists and similar items.
- ☐ Empty the trash bins and the glass bins and throw in correct container in Garbage Room.
- ☐ Sweep & mop the floor, including the stage and behind the bar.
- ☐ Make sure the walls are clean and wipe them down.
- ☐ If you have served food, throw all leftovers in a separate brown bag. VERY IMPORTANT that they are thrown in the organic waste containers in the Kåridor, otherwise you will be **expensed** a sorting fee from Office Recycling.

You may only leave leftover food if you notify the Vice President and know what you are going to do with it.

The DJ-Cabinet (video instruction [here](#))

- ☐ Wipe the area around the DJ-equipment. (the DJ equipment is sensitive to water and liquids, be careful!)
- ☐ Replace the cover and lock it up. Make sure no wires are damaged or stuck between the cover and bench.
- ☐ Microphones should be unplugged and rolled up to be stored nicely in the cabinet underneath the DJ-booth.

The Kitchen

- ☐ Put all used dishes in the dishwasher and put away when done.
- ☐ Unplug and put away all kitchen appliances and turn off the stove and fan if used.
- ☐ Wipe all countertop surfaces.
- ☐ Sweep and mop the floor.
- ☐ Empty the trash can.



THE STUDENT ASSOCIATION

The Banana hallway up to the Rotunda playground entrance

- ☐ Wipe the tables, sofas and walls.
- ☐ Sweep and mop the floor.

The Kåridor

- ☐ Wipe the benches and shelves.
- ☐ Sweep and mop the floor.
 - ☐ Don't forget to check all the way to the Börs-room and the corridor along the glass doors.
- ☐ Make sure the walls are clean and wipe them if necessary.
- ☐ Make sure all trash bins are clean, wipe if necessary.

The Pub (video instruction [here](#))

- ☐ Remove everything from the bar + counter behind the bar and wipe carefully.
- ☐ Clean out the refrigerator drawers.
- ☐ Remove any signs, marketing material, price lists and similar items.
- ☐ Empty the trash bins and the glass bins and throw in correct container in Garbage Room.
- ☐ Sweep and mop the floor and behind the bar.
 - ☐ The pub floor may only be mopped with water – no soap, it will become an ice rink.
- ☐ Clean the walls.
- ☐ Return the furniture in the pub to its previous arrangement. See map

The Toilets (video instruction [here](#))

- ☐ Remove all trash (i.e. paper, bottles, glasses etc etc) and throw in correct container in Garbage Room.
- ☐ Sweep and mop the floor – don't forget inside the toilet stalls.
- ☐ Clean up any bodily fluids.
- ☐ Clean the walls.

Outside the main entrance (Oak door) and Kopparporten

- ☐ Take a lap around the building to ensure that there is no large trash (e.g. cigarette butts, glasses, bottles etc.) outside. Both Kopparporten, the Rotunda entrance and the oakdoor.
- ☐ Remember to check behind the Oak door (inside) to ensure it is clean. Sweep and mop if necessary.

"THE LAST STRIKE"



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How to clean 101

Step by step guide on how to **mop a floor**

1. Remove all bulky waste (glass, snusprillor, etc)

2. Fill a bucket with warm water and grab a clean mop

3. Add not more than two caps of cleanser. Make sure to use the right one depending on what floor you are cleaning





Stone floor
(i.e. Kåridor, Pub and Rotundabananen)



Wooden floor
(i.e. Rotunda and Stora Salen)



Areas that smell bad
(i.e. if someone spilled alcohol,
outside the PU room, toilet)

How to clean 101

*Step by step guide on how to **mop a floor***

The key to be the best mopper:

1. Mop a SMALL area (rule of thumb 6-10 kvm at the time per bucket)
2. CHANGE water often (rule of thumb: as soon as you see that the water is getting dirty you change)
3. Use a fresh mop (otherwise spreading the dirt around)
4. Mop SEVERAL times
 - a. Mop with water and two caps of cleanser (if smelly, use the Bioback. Otherwise the Allrent)
 - b. Dry to wet floor with a dry mop
 - c. Mop again with water and two caps of cleanser (here you use the Allrent)
 - d. Dry the floor again
 - e. Repeat the amount of times needed

How to clean the Rotunda 101

*Step by step guide on how to **do the pre-work***

1. Fill a bucket with water
2. Throw it out over the Rotunda floor
3. Use the scraper and push the water down the drains
4. Then mop SEVERAL times
5. UNCLOG THE DRAIN!!

How to clean 101

*Step by step guide on how to clean the **walls***

1. Use the spray bottles that says “Yes” and spray bottom to top on the dirty area

2. Wipe with a clean Wettex

3. Rinse the Wettex and repeat process if necessary



*If supplies are missing, contact the
Vice President before or after the event*

TRASH

Clear instructions on what can be thrown in what container in the room.

Grovvavfall/bulky waste to the left and **glass to the right**



If full, contact Clubmaster or Vice President

Festblipp / Party access tag



*Gives you access to
all rooms you need to
host a pub/party*

Collect in Expen and hand in after the party

Supplies for events



THE STUDENT ASSOCIATION

Supplies

- SASSE will support you with (most) supplies for your event
- We have several rooms where you can find supplies



The Cleaning Cabinet

- Located at the left side in the men's bathroom (Enok).
- Here you find mops, brooms, soap, all-purpose spray etc. After using the cleaning equipment, *wasted cleaning material is to be thrown away in the special sink* and the room should look as pleasant as before you used it.



The Callis

- Located between the microwaves and the Kåridor. Here you'll find all consumables: plastic glasses, napkins, garbage bags and extra cleaning equipment. You will also find other useful stuff, including: duct tape, paper tablecloths, fake candles, and more.
- Stuff from Callis should only be used for SASSE events.
- It is of utmost importance that you keep Callis tidy if you plan to utilize it. If something is missing, please notify the Vice President immediately.



The Sladdis Room

- Located between the microwaves and the Kåridor. Here you'll find all technical equipment such as speakers, microphones, sound cables and so forth.



Chairs and Table Storage

- Located next to the rotunda entrance. After using the tables and chairs they should be wiped if needed and replaced in the way you found them.



Rotunda Kitchen

- Located behind the bar. Here you can find some glasses, plates, cutlery and a dishwasher!



The Treasurer's office

- Located behind in Expen. Here you can get help with setting up Orbi events and also retrieving the iZettles and iPads needed if you are doing some form of sales.
- Reach out to the treasurer if you need any help!
 - treasurer@sasse.se



Any questions from today?



THE STUDENT ASSOCIATION

Phone numbers to have

Lukas Lundberg (Clubmaster): (+46) 72-324 19 21, klubbis@sasse.se

David Elfvin (Vice President): (+46) 70-598 34 19, vicepres@sasse.se

Elin Holmström: (+46) 72-071 25 93, elin.holmstrom@hhs.se

Infocenter: (+46) 08-736 90 00

Securitas guard: (+46) 70-555 55 98

QUIZ TIME