EXETER STUDENTS' GUILD

PLANNING YOUR YEAR



WHAT IS THIS GUIDE FOR?

This quick guide will provide you with the general dates that the Guild/Activities Team work around every year, month by month.

We have also added in some things that you need to do or could think about doing.

WHY IS IT IMPORTANT?

- This will help your committee with planning ahead by knowing the deadlines for various things throughout the year.
- We hope this will give you more planning time, which could result in better events.
- By providing you with a key dates and activities to be aware of throughout the year, we hope that this will reduce stress and allow you to have more fun in your committee role.
- Budgeting for the year can be tricky - hopefully this will give you an idea of things to consider when your committee are planning what you want to do.



EXETER STUDENTS' GUILD

AUGUST

- A Level Results Day (14 August 2025)

Things you need to do	Things you could do
Start planning your ideas for Welcome Week	Create a 'Welcome' social media post aimed at incoming students
Annual Risk Assessment	Check your society equipment inventory
Familiarise yourself with Knowledge Base	Request storage if you need it

September

- Welcome Week (15 - 21 September 2025)

Things you need to do	Things you could do
Put your Welcome Week plans into action	Organise events to encourage students to buy a membership
Committee Training	Post on social media to promote your Welcome Week events
Make sure your annual risk assessment has been submitted	Attend Welcome Week events run by the Guild

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OCTOBER

- Black History Month
- Reading Week
- Halloween

Things you need to do	Things you could do
Extra Committee Training	Education sessions for Black History Month
	Halloween-themed socials



NOVEMBER

- Movember
- Winter Balls

Things you need to do	Things you could do
Send in invoices for your Winter Ball	Fundraising for Movember
	Attend Bonfire Night socials and the Guild's Give it a Go trip to Tar Barrels



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DECEMBER

- Exams start
- Coursework deadlines
- Term ends

Things you need to do	Things you could do
Plan by-elections if you have any committee positions that need to be filled	Plan exam support sessions
Contact the Guild if you want to get involved in Welcome Back Week	Tell students about the Guild's Exam De-Stress events, resources and support
	End of term socials



THINGS TO ANTICIPATE FOR TERM 2

- Welcome Back Week
- Exam season
- By-Elections for your society
- Guild Awards

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JANUARY

- Exam season
- Welcome Back Week (mid-January)

Things you need to do	Things you could do
Make sure you've signed up to get involved in Welcome Back Week	Host exam support sessions
	Tell students about the Guild's Exam De-Stress events, resources and support
	Organise Welcome Back events

FEBRUARY

- LGBTQ+ History Month
- Valentine's Day

Things you need to do	Things you could do
	Education sessions for LGBTQ+ History Month
	Host a Valentines-themed social

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MARCH

- Guild Awards
- Spring Balls

Things you need to do	Things you could do
Start thinking about your society elections	Nominate your society for a Guild Award
Send in invoices for your Spring Ball	

APRIL

- Term ends

Things you need to do	Things you could do
Plan your society elections	Plan exam support sessions
	Inform your society members about your elections process

THINGS TO ANTICIPATE FOR TERM 3

- Exam Season
- Annual Elections
- Committee Handover and Training

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MAY

- Exam season
- Exeter Pride

Things you need to do	Things you could do
Hold your society elections	Host exam support sessions
Begin your committee handover	Host Pride events for your society

JUNE

- Exam Season

Things you need to do	Things you could do
Committee handover and training	Host exam support sessions

JULY

- Graduation

Things you need to do	Things you could do
	Graduation celebration posts on social media for your members who are graduating

EXETER STUDENTS' GUILD

For any queries you have throughout the year, please check Knowledge Base or contact the Activities Team:

activities@exeterguild.com

