



QUEZON CITY UNIVERSITY
SUPREME STUDENT COUNCIL

673 Quirino Highway, San Bartolome, Novaliches, Quezon City



LOGISTICS AND EVENTS MANAGEMENT

MANUAL 2025-2026





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Revision History

VERSION	DATE	UPDATED BY	APPROVED BY:	NOTED BY:
1	4/9/2026	Councilor Julia Marie Bonaobra	Justine Paul P. Baris	





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FOREWORD

The **Logistics and Events Management Committee** is one of the standing committees of the **Quezon City University Supreme Student Council (QCU SSC)**, as provided under **Article XI, Section 1** of the *SSC Constitution and By-Laws*. The committee is responsible for managing all logistical requirements and event operations, including planning, coordination, resource allocation, documentation, and on-site execution.

This manual serves as the official operational guide for all officers and members of the QCU SSC Logistics and Events Management Committee. Its purpose is to establish clear procedures that promote consistency, accountability, and transparency in the performance of duties. By following these standards, the committee upholds the values of efficiency, professionalism, and service embodied in the SSC Constitution, ensuring the successful and meaningful delivery of events for the student body.





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Section I. Purpose

The purpose of the Logistics and Events Management Committee is to ensure the efficient, organized, and professional execution of all activities, programs, and events initiated or approved by the Supreme Student Council (SSC). The committee manages venue preparation, equipment handling, coordination, technical operations, manpower organization, and overall logistical support to guarantee that every SSC-led event runs smoothly, safely, and effectively.

Additionally, the committee upholds sustainability, accountability, and high standards of professionalism in all operations.

Section II. Scope

These guidelines apply to:

1. All members of the Logistics and Events Management Committee, including the Head, Deputy Secretary, and general members.
2. All SSC-led or SSC-supported events, whether on-campus or off-campus, large-scale or small-scale.
3. All logistical activities, including planning, preparation, deployment, and post-event operations.
4. All equipment, materials, and resources under the custody or supervision of the Committee.
5. Interactions with other SSC committees, school departments, partner organizations, and external stakeholders.

This scope covers the committee's operational standards, expected conduct, safety procedures, communication protocols, and sustainability practices.

Section III. Definition of Terms

To ensure clarity and consistent understanding, the following terms are defined as used in this document:

1. **Logistics** – The process of planning, organizing, and managing resources, materials, equipment, and manpower required for events and operations.
2. **Event Management** – The coordination of activities before, during, and after an event to ensure its success.
3. **Inventory** – A formal record of all equipment, materials, and supplies owned or borrowed by the SSC for events and operations.
4. **Equipment Handling** – The proper use, operation, storage, and maintenance of all technical and non-technical equipment.
5. **Manpower Deployment** – Assigning members to specific roles or tasks during an event.
6. **Sustainability** – Practices promoting environmental responsibility, including minimizing waste and avoiding single-use plastics.
7. **On-Ground Operations** – Activities conducted physically at the event venue, including set-up, cueing, crowd flow management, and technical support.





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8. **Confidential Information** – Any internal data, plans, discussions, or documents not meant for public or external release.
9. **Risk Management** – Processes used to identify, assess, and mitigate potential hazards during events.

Section IV. Governance Structure

The Logistics and Events Management Committee operates under a structured leadership system to ensure efficiency, accountability, and clear decision-making.

A. Councilor for Logistics and Events Management

1. Serves as the chief coordinator and decision-maker within the committee.
2. Leads planning, delegation, and evaluation of logistical operations.
3. Acts as the main point of contact between the committee and SSC Executive Officers.
4. Ensures compliance with all operational guidelines

B. Deputy Secretary

1. Supports the Head in operational and administrative functions.
2. Oversees documentation, attendance, reports, and communication channels.
3. Manages sub-teams and steps in when the Head is unavailable.
4. Ensures that inventory, equipment, and resources are properly accounted for.

C. Council of Leaders

1. Execute assigned tasks and uphold committee policies.
2. Participate in meetings, trainings, rehearsals, and event operations.
3. Support set-up, technical work, crowd flow management, and post-event procedures.
4. Maintain professionalism, discipline, and teamwork.

Section V. General Qualification

- a. Be a bona fide student of QCU in good standing (Article III, Section 1 & 2, SSC Constitution).
- b. Pay the membership fee of P50.00 or any amount as approved by the current officials (Article III, Section 3, SSC Constitution).
- c. Demonstrate a strong sense of responsibility, reliability, and commitment to assigned tasks.
- d. Be capable of performing physical tasks related to logistics work (e.g., carrying materials, setting up equipment, venue preparation).
- e. Have good communication and teamwork skills, especially in fast-paced event environments.
- f. Possess basic organizational and time-management skills essential for event planning and execution.
- g. Be open to training and skill development, including orientation sessions or workshops required by the committee.





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Section VI. General Requirements

- a. Submit a formal application and must be a passer upon recruitment period..
- b. Attend mandatory orientations and training sessions.
- c. Maintain academic performance in accordance with QCU standards.
- d. Comply with all SSC policies, including payment of membership dues, attendance and participation in all programs (Article IV, Section 1, SSC Constitution).

Section VII. Roles & Responsibilities

All members shall have the following duties and responsibilities:

- a) Participate in all programs of the organization.
- b) Defend and uphold this constitution and by-laws at all times.
- c) Contribute the utmost of his/her capacity.
- d) Attend meetings on the given time or within the given grace period and observe decorum.
- e) Participate, cooperate and share views, opinions and experiences during the General Assembly.
- f) Attend and represent the organization to outside events and participation.
- g) Generate ideas to create a meaningful project for the students.
- h) Give their expertise and knowledge when attending or making projects.
- i) Payment of due fees of the QCU SSC approved by the financing officers for operational purposes.
- j) Establish connections among academic staff, administration, students, as well as the community.
- k) Consider and interpret students' concerns, suggestions, and inquiries.
- l) Plan and implement policies and programs designed to protect and promote students' rights and welfare.
- m) Act as a coordinating council of all co-curricular organization in all campuses. (Article VI, Section 1, SSC Constitution)

Section VIII. Rights & Privileges

All the members have the right and are entitled to the following privileges:

- a) Vote and be voted upon
- b) Participate in all activities of QCU SSC
- c) Make suggestions, proposals, and recommendations and file motions.
- d) Participate in the formulation of policies, program development and action plans.
- e) Propose amendments.
- f) Avail due process before any sanction is impose
- g) Represent the organization.
- h) Receive and access documents and information on policies, programs, records, and finance reports of the organization.
- i) Assess the performance of the officers and fellow members. (Article V, Section 1, SSC Constitution)





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These guidelines ensure smooth operations, accountability, and standardization of all logistics-related tasks within the Supreme Student Council.

A. Department Responsibilities

The Logistics & Events Management Committee is responsible for:

1. Materials and Equipment Management
 - Preparing, organizing, transporting, and securing all SSC-owned equipment and supplies.
 - Maintaining an updated inventory of all materials.
2. Event Setup and Dismantling
 - Ensuring all event venues are properly set up according to the approved layout.
 - Managing area assignments and manpower during events.
 - Dismantling post-event and ensuring all materials are returned.
3. Manpower Coordination
 - Assigning members per station.
 - Ensuring task completion, attendance, and proper rotation.
4. Technical and Venue Requirements(4)
 - Coordinating sound system, lighting, and other logistical needs
 - Conducting pre-event safety and area checks.
5. Safety and Risk Management(5)
 - Ensuring safe event environments.
 - Managing potential hazards and emergency protocols.

B. Logistics Request Form

All logistics activities MUST use the official forms:

1. MATERIALS & EQUIPMENT LIST

Item	Quantity	Picture	Time Needed	Status	Remarks

2. AREA / STATION SETUP

Area/Station	Required Materials	Assigned Members	Setup Start Time	Completion Time	Remarks

3. TECHNICAL REQUIREMENTS

Sound System Needed: () Yes () No





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Speakers.

Lighting requirements.

Laptop / Projector: () Yes () No

Extension Cords Needed:

Quantity:

Other Tech Needs:

4. MANPOWER SCHEDULE

Member Name	Assigned Task	Area Assigned	Time In	Time Out	Remarks

No request will be honored without these forms.

C. Procedures for Requesting Logistics Support

1. Use the Logistics Request Form

All committees and project heads requesting logistics support must fill out the official Logistics Request Form with complete details.

- a.) Materials Purchase Request Form: [Materials Purchase Request Form.xlsx](#)
b.) Equipment Borrowing Request Form: [Equipment Borrowing Request Form.xlsx](#)

2. Where to Submit

All Logistics Request Forms (LRF) must be:

- Uploaded to the designated Events Google Drive folder
- Sent via Gmail to the Logistics General Manager

Email Format:

To:	(Logistics Manager Email)
CC:	qcupresident.ssc2526@gmail.com qcuCouncilorlogisevents.ssc2526@gmail.com
Subject:	[Events Name]_LRF_QCU-SSC2526

Incomplete or late submissions may be declined.

3. Deadline Policy

To ensure efficient planning, coordination, and execution of all activities, the following mandatory deadlines apply to all logistics-related requests and submissions. These timelines allow adequate preparation and help prevent last-minute complications.

1. Equipment Borrowing Request Form — at least 14 days before the event.
2. Material Purchase Request Form — at least 14 days before the event.
3. Manpower Assignment Sheet — Final list at least 7 days before the event.
4. Technical Requirements and Venue Layouts — at least 14 days before the event.
5. Inventory Updates — Within 24 hours after event

D. Committee Forte





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- 2. **Technical Equipment Team** – Manages audiovisual systems, wiring, lights, and technical troubleshooting.
- 3. **Inventory and Supplies Team** – Tracks materials, maintains borrowing logs, and oversees storage.
- 4. **Manpower and Coordination Team** – Organizes ushers, staff assignments, and backstage operations.

E. Equipment Handling and Inventory Rules

- 1. Only assigned members may handle SSC equipment.
- 2. Any damaged, missing, or malfunctioning item must be reported immediately.
- 3. Borrowed equipment must be returned clean, complete, and properly logged.
- 4. The Inventory Custodian must update the log after every event.
- 5. Unauthorized use of materials is strictly prohibited.

F. Event Day Conduct and Standards

- 1. Members must arrive on time at the agreed call time.
- 2. Proper attire (committee uniform / prescribed attire) is mandatory.
- 3. Members should remain at their assigned stations unless reassigned.
- 4. Clear and respectful communication is expected at all times.
- 5. Report problems immediately to the Logistics Lead.
- 6. Maintain professionalism and follow the chain of command.

G. Communication Protocols

- 1. Use ONLY official group chats for event updates.
- 2. Reply within 1–2 hours during event days (or earlier if urgent).
- 3. Concerns must be reported to:
 - 1. 1st: Logistics Deputy
 - 2. 2nd: Logistics Head
- 4. Avoid giving conflicting instructions - coordination must go through the Logistics Lead.

H. Attendance and Participation Expectations

- 1. Attendance is required for assigned events unless an LOA is filed.
- 2. LOA must be submitted at least 1 day before the event unless emergency.
- 3. Repeated absences, tardiness, or failure to respond will be subject to sanctions.
- 4. Members must complete assigned tasks before leaving.

I. Safety and Risk Management Guidelines

- 1. Conduct pre-event safety walk-throughs.
- 2. Secure all electrical cords and equipment.
- 3. Maintain clear emergency exits and pathways.
- 4. Follow venue rules, including maximum capacity.
- 5. Immediately report hazards or incidents.
- 6. Have a backup plan for weather disruptions (if outdoor).

J. Sustainability and Eco-Friendly Standards

- 1. Strict avoidance of single-use plastics during events.
- 2. Use reusable, recyclable, or eco-friendly materials.
- 3. Optimize lighting and electricity during setups.
- 4. Proper waste segregation is required at all event sites.
- 5. Promote sustainability practices to other committees.





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Section X. Leave of Absence

A. Qualifications

1. Only active and officially recognized members or officers may apply for a Leave of Absence (LOA).
2. The applicant must be in good standing, with no ongoing disciplinary case, suspension or pending deliverables in the council.
3. The request must be supported by a specific and legitimate reason, such as medical needs, academic requirements, family matters, emergencies, or Vacation Leave.
4. Supporting documents must be submitted when required (e.g., medical certificate, school letter or any valid documents)
5. Applicants must file within the required timeframe and remain reachable unless the nature of the leave prevents it (e.g., medical confinement).

B. Types of Leave & Filing Procedures

1. Regular Leave

- a. Filed at least 48 hours before the absence.
- b. Must include complete details: name, date/s of leave, reason, and supporting documents if needed.
- c. Limited to three (3) consecutive days unless upgraded to Long-Term Leave with proper documentation.

2. Long-Term Leave

- a. Absence exceeding three (3) consecutive days and maximum of 1 week.
- b. Filed at least 48 hours before the absence.
- c. Must include proper documentation (medical note, school letter, etc.).

C. Approval, Conditions, and Restrictions

1. All LOA requests must be approved by the **QCU-SSC President, QCU-SSC Vice President for Operations, QCU-SSC Vice President for Internal Affairs, QCU-SSC Vice President for External Affairs, and QCU-SSC Executive Secretary.**
2. Members are **excused only** within the dates stated in the approved LOA.
3. Failure to file an LOA results in the absence being marked unauthorized, with corresponding consequences.
4. Members **may not exceed one (1) LOA** per semester without approval.
5. LOA cannot be used to avoid responsibilities during major events, evaluations, or required activities.
6. The organization reserves the right to deny or modify an LOA request if it affects operations, manpower, or event preparation.
7. Any changes or cancellations to an approved LOA must be reported 24 hours before, unless due to emergencies.

Section XI: Termination

Any official or member of QCU SSC may be terminated by the Executive and Legislative Council provided the following conditions:

- a) Exceeding two (2) suspensions





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- d) Acts of maliciousness.
- e) Organizing events/gatherings without the approval of the Executive and Legislative Council.

Before any disciplinary action takes effect, due process shall be observed. (Article III, Section 4.2, SSC Constitution)

Section XII: Suspension

Any official or member of QCU SSC may receive written disciplinary warning and/or suspended by the Executive and Legislative Council provided the following conditions:

- a) For acts grossly inimical to the interest of the SSC
- b) For gross violation of any of the provisions of these guidelines and policies.
- c) Absence for three (3) consecutive meetings without acceptable reason and approval of the Committee Councilors or due authority.
- d) Absence for two (2) consecutive activities and/or projects assigned to the official or member, without acceptable reason and approval of the Committee Councilors or due authority.
- e) Recipience of two (2) consecutive warnings shall be subject for suspension.
- f) Leakages of confidential information such as important meetings, documents, activity plans, screenshots, photos, videos, screen recordings, and minutes of the meeting shall be subject to immediate disciplinary warning.

However, before any disciplinary action takes effect, due process shall be observed. The suspension shall not exceed 1 week. (Article III, Section 4.1, SSC Constitution)

Section XIII. Resignation

Any member of the SSC may resign at any time upon written notice providing a valid reason and effective date. Upon submission of the Resignation Letter, the Grievance Committee should conduct a consultation. If the member is decided, the Grievance and Membership Committee shall approve and sign the documents that will be issued by the member. Upon signing the documents and the confidentiality agreement, the member will no longer be associated with QCU SSC. Resignation process will not be valid unless the pending tasks are properly endorsed. Any resigned members are not allowed to join the organization for 1 academic term. (Article III, Section 5, SSC Constitution)

Section XIV. Effectivity

1. These Guidelines, Rules, and Regulations for the Logistics and Events Management Committee shall take effect immediately upon approval by the Supreme Student Council Executive Officers and the Committee Head.
2. All members of the Committee are deemed to have read, understood, and agreed to comply with all provisions within this document.
3. Any previous guidelines, verbal instructions, or informal practices inconsistent with this document are hereby superseded once this policy becomes effective.
4. Amendments, revisions, or additions to these guidelines shall become effective only after:
 - a. Review by the Committee Head and Deputy Secretary





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5. Members shall be formally notified of updates through official SSC communication channels.

Section XV. Amendments or Revisions

1. These guidelines may be reviewed every academic year or as necessary.
2. Proposed revisions must be approved by the Legislative and Executive Council.

