



National Student Television Association
Event Hosting and Agreements
Version 1.0

Contents

Clause 1	Events and hosting	Page 2
Clause 2	Host Station Elections	Page 2
Clause 3	NaSTA Awards and Conference host agreement	Page 3
Clause 4	FreshersTV host agreement	Page 4
Clause 5	People's Choice Awards host agreement	Page 4
Clause 6	Termination of agreements	Page 5
Total Page Count		5

Date of last amendment:

Clause 1 Events and hosting

1. NaSTA may hold the following events each year but are not limited to this amount or these types.
 - 1.1. Awards and Conference
 - 1.2. FreshersTV
 - 1.3. People's Choice Awards
2. A host for each event must be selected in accordance with Clause 2 of this document and in accordance with Clause 21, Elections, of the NaSTA Constitution.
3. When a host is selected, the NaSTA trustees will invoke the relevant clause in this document for the event.
4. The Returning Officer will act as an intermediary in the event of any disagreements over any agreement to be made or that has already been made.
5. Any agreement made between NaSTA and a host station must reference this document.

Clause 2 Host Station Elections

1. Eligibility
 - 1.1. Only stations that are affiliated to NaSTA at the time that notice is given are eligible to run as host stations.
 - 1.2. Only members of the host station who will be members at the time the event is to be held are eligible to be the host officer.
2. Election process
 - 2.1. The election for host station for the NaSTA Conference and Awards must abide by Clause 21 of the NaSTA constitution.
 - 2.2. The host station for FreshersTV and People's Choice Awards shall be decided by the NaSTA executive.
 - 2.3. What the bid must contain
 - 2.3.1. The full name of the station.
 - 2.3.2. The full name and contact details for the host officer.
 - 2.3.3. A guarantee that the host officer is currently a member of the host station and will continue to be for the duration of the duties of the event.
 - 2.3.4. Confirmation that the information the station have provided in the bid is factually correct to the best of their ability and if it is found that their bid deliberately misleads or provides outright false information then the trustees have the right to decide to terminate the agreement and relinquish the station's rights to host the event.
 - 2.3.5. Only the NaSTA Awards and Conference host bid must contain:
 - 2.3.5.1. A guarantee that the students' union or university will insure the costs of hosting and will cover any and all potential shortfalls in the budget.

Clause 3 NaSTA Awards and Conference agreement

1. This clause may be invoked by the NaSTA trustees after a host station for the NaSTA Awards and Conference is successfully elected in accordance with this document and the NaSTA constitution and ratified by the Returning Officer.
2. This clause only affects the station that is successfully elected for the role of Host Station in the year that they are elected and continues to affect until all duties are complete.
3. The NaSTA trustees will draw up an agreement between NaSTA and the host station that must be signed by the NaSTA Executive Chair, a member of the NaSTA trustees, the Host officer and a member of the host station committee. All persons who sign the agreement are bound by its terms in accordance with the NaSTA constitution and pledge to follow all terms given. If the Awards and Conference are to be jointly hosted by multiple stations then representatives of each host station must sign the agreement.
4. The NaSTA Awards Conference host agreement must contain but is not exclusive to:
 - 4.1. The host team agreement:
 - 4.1.1. To submit a plan detailing key dates to the NaSTA Executive by 1st August of that year of being selected as the Host Station (or within one month of being selected if they are selected after July 1st), including the following information:
 - 4.1.1.1. Awards submission date
 - 4.1.1.2. Ticket sales dates
 - 4.1.1.3. Release date for the Submission Guide
 - 4.1.1.4. Deadline for confirming judges
 - 4.1.1.5. Deadline for confirming accommodation contracts/agreements
 - 4.1.2. To submit a Host Budget to the NaSTA Executive within 2 months of being elected as the Host Station. Regular financial updates must also be submitted to the Executive Team.
 - 4.1.3. To submit a Statement of Support from the Students' Union or relevant University department if they aren't affiliated to their Students' Union for the hosting of the Awards and Conference.
 - 4.1.4. The Executive Association doesn't provide financial assistance from the NaSTA budget, but will support the Host Station in finding sponsors.
 - 4.1.4.1. NaSTA is in no way liable for any financial obligation whether or not event sponsorship is agreed.
 - 4.1.4.2. All sponsorship agreements for NaSTA events must be agreed by the NaSTA trustee board in addition to the Host Station.
 - 4.1.5. The primary output and channel for the Conference and Awards should be directly on NaSTA channels. NaSTA will provide hosting for a dedicated Conference and Awards website linked to the main NaSTA website.
 - 4.1.6. The NaSTA Awards must be run organised and judged in accordance to the NaSTA Constitution and by-laws including, but not limited to, the National Student Television Association NaSTA Award Entry Rules & Criteria.
 - 4.1.7. To work with the NaSTA Returning Officer on the organisation of the NaSTA AGM and elections which take place during the NaSTA Conference.

- 4.1.8. Any variations from this must be reported to the NaSTA Executive at the earliest possible opportunity so they can assist the host team in ensuring a successful delivery of the Awards and Conference.
- 4.2. Both the Host Team and NaSTA Executive agree to share the following:
 - 4.2.1. Issues arising in each team that could affect the schedule of the Awards and Conference.
 - 4.2.2. Contacts for workshop leaders and judges.
- 4.3. The signatures of those listed in sub-clause 3 of this clause.

Clause 4 FreshersTV host agreement

1. This clause may be invoked by the NaSTA trustees after a host station for the NaSTA Awards and Conference is successfully elected in accordance with this document and ratified by the Returning Officer.
2. This clause only affects the station that is successfully elected for the role of Host Station in the year that they are elected and continues to affect until all duties are complete.
3. The NaSTA trustees will draw up an agreement between NaSTA and the host station that must be signed by the NaSTA Executive Chair, a member of the NaSTA trustees, the Host officer and a member of the host station committee. All persons who sign the agreement are bound by its terms in accordance with the NaSTA constitution and pledge to follow all terms given.
4. The FreshersTV host agreement must contain but is not exclusive to:
 - 4.1. The host team agreement:
 - 4.1.1. To submit a plan detailing key dates to the NaSTA Executive, including the following information:
 - 4.1.1.1. Broadcast date
 - 4.1.1.2. Taking part application release date
 - 4.1.1.3. Potential show runtime
 - 4.1.2. The Executive Association doesn't provide financial assistance from the NaSTA budget, but will support the Host Station in finding sponsors if required.
 - 4.1.3. Any variations from this must be reported to the NaSTA Executive at the earliest possible opportunity so they can assist the host team in ensuring a successful delivery of FreshersTV.
 - 4.2. Both the Host Team and NaSTA Executive agree to share the following:
 - 4.2.1. Issues arising in each team that could affect the schedule of FreshersTV.
 - 4.3. The signatures of those listed in sub-clause 3 of this clause.

Clause 5 People's Choice Awards host agreement

1. This clause may be invoked by the NaSTA trustees after a host station for the NaSTA Awards and Conference is successfully elected in accordance with this document and ratified by the Returning Officer.
2. This clause only affects the station that is successfully elected for the role of Host Station in the year that they are elected and continues to affect until all duties are complete.

3. The NaSTA trustees will draw up an agreement between NaSTA and the host station that must be signed by the NaSTA Executive Chair, a member of the NaSTA trustees, the Host officer and a member of the host station committee. All persons who sign the agreement are bound by its terms in accordance with the NaSTA constitution and are responsible for both sides following all terms given.
4. The People's Choice Awards host agreement must contain but is not exclusive to:
 - 4.1. The host team agreement:
 - 4.1.1. To submit a plan detailing key dates to the NaSTA Executive, including the following information:
 - 4.1.1.1. Awards submission date
 - 4.1.1.2. Awards date
 - 4.1.1.3. Release date for the Submission Guide
 - 4.1.2. The Executive Association doesn't provide financial assistance from the NaSTA budget, but will support the Host Station in finding sponsors if required.
 - 4.1.3. Any variations from this must be reported to the NaSTA Executive at the earliest possible opportunity so they can assist the host team in ensuring a successful delivery of the Awards.
 - 4.1.4. The NaSTA People's Choice Awards must be run organised and judged in accordance to the NaSTA Constitution and by-laws including, but not limited to, the National Student Television Association NaSTA Award Entry Rules & Criteria.
 - 4.2. Both the Host Team and NaSTA Executive agree to share the following:
 - 4.2.1. Issues arising in each team that could affect the schedule of the Awards.
 - 4.3. The signatures of those listed in sub-clause 3 of this clause.

Clause 6 Termination of agreements

1. If at any point an agreement is terminated, the host station must relinquish the right to host the event.
2. The NaSTA trustees may terminate any agreement with a host station if:
 - 2.1. They feel that the host station is not sufficiently keeping up with the agreement.
 - 2.2. The host station is unable to fulfill any obligations set out in the host agreement.
 - 2.3. An event occurs outside of the control of NaSTA that would cause harm to attendees or hosts of the event.
 - 2.4. They feel that the host station had misleading or outright false information on their bid to host the event.
3. The host station may terminate any agreement with NaSTA if:
 - 3.1. They feel they are no longer able to host the event.
 - 3.2. They cannot fulfill any of their bid guarantees.
 - 3.3. They feel that the NaSTA trustees and executive are not sufficiently keeping up with the agreement.
4. Any termination must be made in writing to all parties who signed the agreement.
5. NaSTA is in no way liable for any financial obligations caused by the termination of any hosting agreement by any party.