**Event Planning Pack**

| **Type of Event (please circle)** | **On Campus** | **Off Campus** | **External Speaker** | **Trip (Domestic/International)** | | **Ball** | **Conference** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Club/Society** |  | | | | | | |
| **Date of event?** |  | | | | | | |
| **Proposed Venue/Destination?** |  | | | | | | |
| **Proposed number of attendees?** |  | | | | | | |
| **Proposed Budget?**  **(Must be approved by SU Staff)** |  | | | | | | |
| **Last Years Attendance?**  **(if known)** |  | | | | | | |
| **Last Years Budget? (£)**  **(if known)** |  | | | | | | |
| **Name and phone number of first aider (if attending)?** |  | | | | | | |
| **Are you donating surplus to charity? (CIRCLE)** | **YES** | | | | **NO** | | |

# Important!

If you circled YES above, please ensure you follow the charity collection guidelines.

Do not confirm any bookings or make any financial commitments until you have had the event confirmed. You may personally end up liable for the costs if the event is not authorised!

Please attach any relevant documents such as provisional booking agreements, sponsorship confirmations, or tour/travel itineraries.

# Event Contact Details

|  | **Name** | **Phone number** | **Email** |
| --- | --- | --- | --- |
| **Event Coordinator** |  |  |  |
| **President** |  |  |  |
| **Other** |  |  |  |

**A Brief Description of your event.**

**Please give some details of what your event entails, who it’s targeting and what you hope to achieve.**



**(Office Use Only)**

**Event Planning Committee Notes**

**Leave this blank for any comments from the Event Planning Committee**

**Notes (Staff Use Only)**



**Confirmed Date:**

**Staff Name:**