**Societies Activity & Event Planning**

|  |  |  |  |
| --- | --- | --- | --- |
| Society |  | | |
| Name of Event |  | | |
| Date of Event |  | | |
|  | | |  |
| Start Time |  | End Time |  |
| Location |  | Location Booked? |  |
|  | | | |
| Type of Event  (please tick. If ‘other’ please state below) | Meeting | |  |
| Fundraiser | |  |
| Protest | |  |
| Movie/Film | |  |
| Performance | |  |
| Recreation | |  |
| Sport | |  |
| Social Mixer | |  |
| Other | |  |
| If Other, Please Specify |  | | |

**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.**

**Confirmed Date: ……………… Sabb: …………………… SADM: ……………………**

**Confirmed Date: ……………… Sabb: …………………… SADM: ……………………**

**Confirmed Date: ……………… Sabb: …………………… SADM: ……………………**

**Event Planning Checklist**

Please add your specific planning actions to this section.

If not applicable, please put N/A. Please note some criteria will always be applicable depending on your event.

\*All additional forms referenced below can be found on the Society Resource page on the website- <https://www.wolvesunion.org/societies/societyresources/>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action** | **Applicable (Yes or No)** | **Details** | **Committee Member Responsible** | **Sign Off Granted By** | **Date Approved** |
| **Societies Co-ordinator Informed** | **YES** |  |  |  |  |
| **Room Booking\*** |  |  |  |  |  |
| **Risk Assessment\*** | **YES** |  |  |  |  |
| **External Speakers Form\*** |  |  |  |  |  |
| **Financial Plan/Budget** |  |  |  |  |  |
| **Ticketing** |  |  |  |  |  |
| **Society Development Fund Application\*** |  |  |  |  |  |
| **Creative Brief Form\*** |  |  |  |  |  |
| **Promotion Event Form\*** |  |  |  |  |  |
| **Bar** |  |  |  |  |  |
| **External Partners (DJ, Catering, Entertainment, external activities at event?)** |  |  |  |  |  |
| **Security** |  |  |  |  |  |
| **Stage/ AV Equipment/Projector** |  |  |  |  |  |
| **Date Approved by Societies Co-ordinator** | | |  | | |

**All applicable areas MUST be completed, and the event must be signed off by the Societies Co-ordinator AT LEAST 10 working days before the event takes place**