**Student Led Event Submission Form**

Please complete this form as well as a risk assessment, budget form and room booking form **4 academic weeks** prior to the event date and email it to the **Societies** inbox at **societies@uel.ac.uk**

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**Contact Details**

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| Society Name (if applicable) |   |
| Contact Name (organiser) |   |
| Student No. |   |
| Contact Email |   |
| Contact Mobile No. |   |
| Committee Position (if applicable) |  |

**Event Details**

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| Title of Event: |   |
| Proposed Date: |   |
| Event Location: |  |
| Set Up Time:  |   |
| Start Time: |  |
| End Time: |  |
| Clear Down Time: |  |
| Event Type | ☐Social☐Cultural☐Fundraising☐Entertainment☐Education☐Other |
| Event Description, Purpose & Activities |       |
| Event Objectives(SMART objectives) |  |
| Estimated No. of Attendees |   |
| Attendee Type | ☐ Exclusive to Members of Society listed above☐ All UELSU Students☐ UELSU Staff☐ External Visitors |
| Is the event ticketed? | ☐Yes ☐No |
| Is the event free? If no, what is the cost? | ☐Yes ☐NoCost:  |

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| Equipment Required and Description(i.e. microphone, speakers, tables, chairs) | ☐Yes ☐No  |

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| Do you require catering? | ☐Yes ☐No |

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| Marketing Requirements from Students’ Union | ☐ None (self-marketed)☐ Posters (please note poster requests must be made **3 weeks** in advance of event)☐ UELSU Website (www.uelunion.org)☐ UELSU Social Media (Facebook, Instagram) |

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| Are you having a guest speaker? | ☐Yes ☐No If yes you need to complete the External Guest Speaker Form. |

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| Have you budgeted for all event costs? | ☐Yes ☐NoPlease use the Events Template Budget on the website. |

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| Have you completed a risk assessment? | ☐Yes ☐NoNote: please send the Risk Assessment along with this form. |

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| Have you completed a room booking form? | ☐Yes ☐NoNote: Please submit a Room Booking Form at: [www.surveymonkey.com/r/Societyroombooking2017-18](http://www.surveymonkey.com/r/Societyroombooking2017-18)  |

**To be completed by Societies Coordinator:**

Print Name:

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|  |

Signed:

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|  |

Date:

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