**Basic Event Details**

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| **Event Name:** |
|  |
| **Event Date:** |
|  |
| **Event Description, including activities and event purpose:** |
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| **Event Organiser(s) with Roles and Responsibilities:** |
|  |
| **Contact Details of Above:** |
|  |
| **Start and Finish Time (include set up and breakdown times):** |
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| **Location, with room/booking information:** |
|  |

**Publicity, Tickets and Admissions**

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| **Publicity Arrangements -** *State how you are going to or have publicised the event:* |
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| **Admission Arrangements - State how people will gain access to your event.**  *For example: Selling tickets in advance; first-come-first-served ticket sales on the door; just let people in until you reach capacity* |
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| **Ticket Price -** *If you’re selling tickets, how much will they cost? Include any different price categories.* |
|  |
| **Ticket Availability -** *Who can buy tickets? Are they only for society members, or can all students or members of the public attend?* |
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| **Float or Card Machine Details (+who’s responsibility?):** |
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| **Additional Information:** |
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**Event Set Up and Clear Up**

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| **Running Order (Timings) of Event, including entertainment:** *By Start write the time your event is due to finish. By Finish, write the time you will finish all the clearing and packing away.* |
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| **Additional Building/Areas Required**: *List any additional rooms, buildings, or areas you need to use for the event that haven’t already been mentioned.* |
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| **Parking Facilities***: State whether you require any, and if so, how much and where.* |
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| **Loading/Unloading Facilities**: *State whether you require any, and if so, where.* |
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| **Estates Requirements:** |
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| **Additional Information:** |
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**Entertainment and Catering**

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| **Music Arrangements, including contact and booking details**: *State whether you are having a live band or any pre-recorded music.* |
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| **Catering Arrangements, including contact details**: |
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| **AV Arrangements**: *Please state whether you require the use of any Audio/Visual equipment. This includes projectors, wireless microphones, etc.* |
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| **Additional Information:** |
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**Security and Welfare**

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| **Security Arrangements, including contact details:** |
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| **First Aid Arrangements:** |
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| **Accessibility Details, including if it is suitable for the following:** |
| |  |  |  | | --- | --- | --- | | **Who** | **Yes/No/NA** | **If appropriate, what are you putting in place to make it accessible to these populations?** | | Sponsor |  |  | | Attendees |  |  | | Older Populations |  |  | | Public |  |  | | Suppliers |  |  | | Student Parents |  |  | | Children |  |  | | Differently Abled |  |  | | VIPs |  |  | | Dogs |  |  | | Mature Students |  |  | | Foresterhill |  |  | | Qatar Campus |  |  | | Online students |  |  | | Minority students |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Risk Assessment:** *Please give details on who completed the assessment, when it took place and where it can be found.* |
|  |
| **Event Features:** |
| |  |  |  | | --- | --- | --- | | **Features** | **Present – Yes or No** | **Have you made these events features clear to attendees? How?** | | Flashing Lights |  |  | | Wheelchair Access |  |  | | Loud Noise |  |  | | Alcohol |  |  | | Non-alcohol |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Additional Information:** |
|  |

**Additional Event Details**

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| **Transport:** |
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| **Sponsorship:** |
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| **Sustainability:** *How will the event be sustainable? Add details on recycling event waste and venue policies.* |
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| **Weather Plans:** *If outdoors, do you have a contingency plan to take into account undesirable weather – wind, rain, snow, heat etc.?* |
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**Planning Notes**

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