**Basic Event Details**

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| **Event Name:**  |
|  |
| **Event Date:**  |
|  |
| **Event Description, including activities and event purpose:** |
|  |
| **Event Organiser(s) with Roles and Responsibilities:** |
|  |
| **Contact Details of Above:** |
|  |
| **Start and Finish Time (include set up and breakdown times):** |
|  |
| **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:* |
|  |
| **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?* |
|  |
| **Float or Card Machine Details (+who’s responsibility?):** |
|  |
| **Additional Information:** |
|  |

**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.* |
|  |
| **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.* |
|  |
| **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:**  |
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| --- | --- | --- |
| **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 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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| **Risk Assessment:** *Please give details on who completed the assessment, when it took place and where it can be found.* |
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| **Event Features:** |
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|  |  |  |
| --- | --- | --- |
| **Features** | **Present – Yes or No** | **Have you made these events features clear to attendees? How?** |
| Flashing Lights  |  |  |
| Wheelchair Access |  |  |
| Loud Noise |  |  |
| Alcohol  |  |  |
| Non-alcohol  |  |  |
|  |  |  |
|  |  |  |
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| **Additional Information:** |
|  |

**Additional Event Details**

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| --- |
| **Transport:** |
|  |
| **Sponsorship:** |
|  |
| **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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