**Event and Trip Guidance**

Planning an event/trip is great way to engage your new members and bring people together. This guidance document is split into three parts: Event Guidance, Overnight Trip Guidance, and International Trip Guidance. Make sure you are reading the relevant section to your trip/event and that you allow yourself enough time to organise everything!

**Event Guidance**

Before you begin planning your event here are some things you should consider:

• Do you have enough time to plan the event?

• What is the purpose of your event?

• When and where would you like your event to be held?

• What equipment do you need?

• How many people are you expecting to attend?

• Is your event inclusive and accessible?

• Are you having catering at your event?

• How will you promote your event?

• How will you make your event safe?

• What is your venue capacity?

• Will your event have a guest speaker?

• What are the costs of your event?

**Letting SUBU know and the paperwork**

For the event to go ahead, you will need to submit a proposal form **at least 4 weeks prior to your event** and wait for approval from the Student Opportunities Team before advertising and selling tickets to your members. Failure to do so will mean that the event will not be recognised and supported as an official society event and mean that the organiser will be personally liable to the costs.

If you would like to discuss your idea with a member of the Team, please use the **meeting booking form** to organise a time to come into the Student Centre to ask any questions.

Email all paperwork to suclubs@bournemouth.ac.uk and it will be reviewed on a weekly basis by the Student Opportunities Team.

**Event Proposal**

The Event Proposal form gives the SU an overview of what you have planned and enables us to support you further. An Event Proposal Form can be found on the Committee Zone on the [Trips and Events page](https://www.subu.org.uk/clubs-societies/committee-zone/trips-events/).

**Risk Assessment**

At the start of the year, you will have completed a Risk Assessment for your regular activities. You will need to complete a separate Risk Assessment for any event that is additional or different to your regular activities. The Risk Assessment link can be found on the Committee Zone on the [Health and Safety page](https://www.subu.org.uk/clubs-societies/committee-zone/health-safety/).

**Guest Speakers**

If the event includes a guest speaker, the committee will need to complete a **Guest Speaker Form**. The form must be completed and submitted for approval for any event involving an external speaker at least 2 weeks (10 clear working days) prior to the proposed scheduled date of event.

A guest speaker is used to describe any individual/ organisation who is not a student or employee of BU/ SUBU and has been invited to provide an exhibit, performance or speak publicly at the invitation of a society committee for a meeting or organised activity/event.

You should not invite the external speaker, nor confirm the event until you have received full and final approval from SUBU. It is also important to consider whether your guest speaker has a cost attached to their attendance e.g. train fair/ fees and you should factor this into your budget when planning the event and completing your proposal.

**Booking a space**

If you require a space on campus for your event, please complete a **Room Booking Request**. You **will need to allow at least 3 working days** for the team to process your room booking and it will only be accepted after you have had your **Event Proposal** and **Risk Assessment** approved by the Student Opportunities Team.

Don’t forget, there are lots of external venues that you can work with across Bournemouth and in the wider area - there could be a great space to host your event.

**Be sure to think about venue costs when planning your event**- The Old Fire Station is free to hire for SUBU clubs and societies. If you were interested in using the space, please make sure to include it in your event proposal.

**Ticketing**

All events should be ticketed through your society webpage on the SUBU website so that you can monitor sales and the money made is put directly into the society club account. This includes both free and paid tickets. We have a guides dedicated to listing events and tickets on the website which you can find on the [Committee Zone](https://www.subu.org.uk/clubs-societies/committee-zone/).

**Finances and budgeting**

Before committing to any spending as a committee you should ensure that you have enough funds in your society account. To find out your account balance, email suclubs@bournemouth.ac.uk- please remember is it the responsibility of the committee to keep a track of expenditure.

Once you are aware of your society's financial situation, you should agree on a budget for the event. You should not only rely on ticket sales to cover your event costs as you cannot guarantee that you will make enough sales to cover your expenses.

Committee members can purchase items on behalf of the society and claim back their expenses by completing a **claims form**, the usual expenses procedures are applied.

If you have been provided with an Invoice by a supplier or venue, you will need to complete **a PO Request Form** (the usual expenses procedure is applied).

**Funding**

Societies can apply for funding to support events and trips. Please refer to the [Committee Zone](https://www.subu.org.uk/clubs-societies/committee-zone/) for more information on the types of funding available to you.

**Registration Form**

Registration Forms must be submitted and signed off **one week prior** to your event. You will need to gather the following information from attendees to complete the form.

A template of the Trip and Event Registration Form can be found on the Committee Zone on the [Trips and Events page.](https://www.subu.org.uk/clubs-societies/committee-zone/trips-events/)

**Overnight Trips**

Similarly to one-off events, there are things you will need to complete to organise an overnight trip for your society. First, you should consider:

• How will you be travelling? By Car/ Coach/ Train/ Plane?

• How can you ensure this trip is accessible to all your members? (Both physically and financially)

• What is the reason for your trip?

• Do you have enough time to plan the trip?

• Does the society have enough money to support the trip going ahead?

• How many days/ nights is your trip going to be?

• What accommodation will you need?

• Is the trip based in the UK? (If no, please see International Trip Guidance)

**Letting SUBU know and the paperwork**

For the trip to go ahead, you will need to submit a proposal form **at least 6 weeks prior to your trip** and wait for approval from the Student Opportunities Team before advertising and selling tickets to your members. Failure to do so will mean that the trip will not be recognised and supported as an official society event and mean that the organiser will be personally liable to the costs.

If you would like to discuss your idea with a member of the Team, please use the **meeting booking form** to organise a time to come into the Student Centre to ask any questions.

Email all paperwork to suclubs@bournemouth.ac.uk and it will be reviewed on a weekly basis by the Student Opportunities Team.

**Trip proposal**

The Trip Proposal form gives the SU an overview of what you have planned and enables us to support you further. A Trip Proposal Form can be found on the [Committee Zone](https://www.subu.org.uk/clubs-societies/committee-zone/) on the [Trips and Events](https://www.subu.org.uk/clubs-societies/committee-zone/trips-events/) page.

**Risk Assessment**

At the start of the year, you will have completed a Risk Assessment for your regular activities. You will need to complete a separate Risk Assessment for any trip. The Risk Assessment link and guidance can be found on the Committee Zone on the [Health and Safety page](https://www.subu.org.uk/clubs-societies/committee-zone/health-safety/).

**Trip Registration Form**

Trip Registration Forms must be submitted and signed off **one week prior** to departure. You will need to gather the following information from attendees to complete the trip form.

A template of the Trip Registration Form can be found on the Committee Zone on [the Trips and Events page.](https://www.subu.org.uk/clubs-societies/committee-zone/trips-events/)

• Attendee Name

• Student Number

• Emergency contact name and number

• Medical conditions and access needs

• Accommodation details (if overnight)

• Departure times

**Transport**

It is up to the trip organisers to decide how you travel to your trip destination; we would always recommend looking for the most cost-effective and sustainable way.

**Minibus/ Car Hire**

Minibuses are the most used mode of transport by societies and is our recommendation for trips. Our suggested supplier for minibus hire is Abacus- we have the going rates available on the [Committee Zone](https://www.subu.org.uk/clubs-societies/committee-zone/). If you wish to book with Abacus for minibus or car hire, please email suclubs@bournemouth.ac.uk

**Coach Hire**

Coach hire is on the expensive side, but a much more cost-effective way for large groups to travel together and means that a member of the society won’t have to drive the vehicle. To make sure you get the best value for your money, we can list your trip on Platty- a platform that allows coach companies to bid for your journey, meaning that you can save up to 30% on travel costs. If you are wanting to use Platty, please clarify in your **Trip Proposal Form** with the following details:

 • Pick up and drop off time

• Date and destination

 • Number of seats required

 • If you require additional stops on route

 **Driving**

If your society choose to drive themselves, we must have a list of the drivers for the trip and a list of which passengers are in which vehicles as part of your **Trip Registration Form.**

**Train**

Travelling by train is ideal if you are travelling beyond Bournemouth in a small group. It is always best to purchase tickets as early as possible to avoid paying inflated prices and so that you can reserve seating. Before purchasing tickets, always check if members have railcards that can be used for the journey.

**Accommodation**

Hotels and Hostels are most commonly booked by societies; however, you can also look at websites such as AirBnB and camping sites.

Booking accommodation for a large group can be difficult and the usual booking sites cannot always support such bookings, therefore we suggest contacting a venue directly to reserve the accommodation.

**Finances and budgeting**

Before committing to any spending as a committee you should ensure that you have enough funds in your society account. To find out your account balance, email suclubs@bournemouth.ac.uk- please remember it is the responsibility of the committee to keep a track of expenditure.

Once you are aware of your society's financial situation, you should agree on a budget for the event. You should not only rely on ticket sales to cover your event costs as you cannot guarantee that you will make enough sales to cover your expenses.

Committee members can purchase items on behalf of the society and claim back their expenses by completing a **claims form**, the usual expenses procedures are applied.

If you have been provided with an Invoice by a supplier or venue, you will need to complete **a PO Request Form** (the usual expenses procedure is applied). If you are booking accommodation or transport such as coaches, this would need to be paid via an Invoice/PO Request.

**Funding**

Societies can apply for funding to support events and trips. Please refer to the [Committee Zone](https://www.subu.org.uk/clubs-societies/committee-zone/) for more information on the types of funding available to you.

**International Trips**

International travel is much bigger responsibility for the committee to organise and risk assess. For the trip to go ahead, you will need to submit a proposal form **at least 8 weeks prior to your trip** and wait for approval from the Student Opportunities Team before advertising and selling tickets to your members. Failure to do so will mean that the trip will not be recognised and supported as an official society event and mean that the organiser will be personally liable to the costs.

Once you have submit your application, the Student Ops team will be in touch to organise booking accommodation, flights and transport for the trip.

Email all paperwork to suclubs@bournemouth.ac.uk and it will be reviewed on a weekly basis by the Student Opportunities Team.

**Trip proposal**

The Trip Proposal form gives the SU an overview of what you have planned and enables us to support you further. A Trip Proposal Form can be found on the [Committee Zone](https://www.subu.org.uk/clubs-societies/committee-zone/) on the [Trips and Events](https://www.subu.org.uk/clubs-societies/committee-zone/trips-events/) page.

**Risk Assessment**

At the start of the year, you will have completed a Risk Assessment for your regular activities. You will need to complete a separate Risk Assessment for any trip. The Risk Assessment link and guidance can be found on the Committee Zone on the [Health and Safety page](https://www.subu.org.uk/clubs-societies/committee-zone/health-safety/).

**Trip Registration Form**

Trip Registration Forms must be submitted and signed off **one week prior** to departure. You will need to gather the following information from attendees to complete the trip form.

A template of the Trip Registration Form can be found on the Committee Zone on the [Trips and Events page.](https://www.subu.org.uk/clubs-societies/committee-zone/trips-events/)

• Attendee Name

• Student Number

• Emergency contact name and number

• Medical conditions and access needs

• Accommodation details (if overnight)

• Departure times

For International Travel, you will also need to include:

• Passport Number and the country of issue

• Travel Insurance Provider

• EHIC/GHIC number

• Do you have a visa for travel?

• Any other notes e.g. is anyone taking a different route to your destination

**Accommodation**

Hotels and Hostels are most commonly booked by societies; however, you can also look at websites such as AirBnB and camping sites.

Booking accommodation for a large group can be difficult and the usual booking sites cannot always support such bookings, therefore we suggest contacting a venue directly to reserve the accommodation.

**Finances and budgeting**

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**Funding**

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