**Society Event and Trip Proposal Form**

This form should be completed when you are planning an event or trip with a society. The more information you can provide, the more support and advice we will be able to offer.

**When organising events via the SU, it's crucial to take into consideration accessibility in all its forms, including physical, communication, and financial.**

**Deadlines:**

All **Event** proposals must be received **at least 4 weeks** prior to your event date.

All **Trip** proposals must be received:

* For day trips: 4 weeks prior to departure
* For overnight UK trips: 6 weeks prior to your departure
* For overseas trips: You must meet with the Student Opportunities team at least 8 weeks prior to proposed departure

Please send completed forms to [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk) with the subject line *Event/Trip Proposal and your society name*.

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| General activity information | |
| Society name: |  |
| Event/ Trip overview: |  |
| Event/Trip start date: |  |
| If a trip lasting longer than 1 day, what is the proposed end date: |  |
| Reason for Event/Trip:  (Fundraising, showcase, educational, volunteering, cultural celebration etc.) |  |
| Event/Trip Objective: What are you trying to achieve with your event/trip? |  |
| Approximate number of attendees |  |
| Will this Event/Trip be open to non-students | Yes: No: |

*Complete the following section that is relevant to your activity,* ***either*** *an Event or Trip*

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| Event Specific information | |
| Event/Location |  |
| Does this space need to be booked for the event? |  |
| Event Start time |  |
| Event end time |  |
| Will you be hosting a guest speaker? | If yes, make sure you have submit a guest speaker form to [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk) |
| Are there other organisations involved in the event?  Such as affiliated organisations, sponsors etc |  |
| Will this event include catering? If so, who will be providing this? |  |
| All Society events must be advertised and ticketed through the SU website. What is the proposed cost of your tickets? |  |

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| Trip Specific information | |
| Trip destination  Please provide the specific address if known |  |
| Are you using a Trip organiser/company?  If yes, please provide their contact information |  |
| Will you need to book accommodation? |  |
| Will you need to book transport? |  |
| How do you plan to travel?  (Coach, public transport, car, plane) |  |
| What is your proposed departure time? |  |
| What is your proposed return time? |  |
| Estimated number of attendees: |  |
| All Society Trips must be advertised and ticketed through the SU website. What is the proposed cost of your trip per person? |  |

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| Next steps... | |
| Has a risk assessment been completed?  A Society event or trip cannot go ahead without a valid and approved risk assessment | The **final** deadlines for Risk Assessments are:   * Single day trip or event - 3 working days' notice * Overnight trip in the UK - 5 working days' notice * Trip abroad - 10 working days' notice   Complete this as soon as possible. |
| Would you like a meeting to discuss this event/trip?  If no, the Student Ops team will be in contact if they need to meet with you. |  |
| Trip/Event Funding | You are eligible to apply for SU Funding to support this trip/event. Information on the criteria and how to apply is available on the Committee Zone under the Finance tile. |
| General Notes: |  |
| Sign off by the Society Committee | Sign: Position: |
| Sign off with approval from the Student Ops Team | Sign: Position: |