



Event Proposal

Please ensure this form is submitted to studentsunion@buckingham.ac.uk at least four weeks but two weeks' notice is mandatory before the event. For larger events such as parties / DJ nights we require a minimum of two month's notice.

Name of Club/Society:

Title of the event:

Main contact person for the event:

Please include details on the following and any other information you think may be relevant:

Initial Details

What is the event?	
Who will be involved?	
How many people will be involved?	
Desired date of the event	
Where is the event? (Refectory or Main Bar)	
Time of event (start time – finish time)	
How long will the event be?	
How much will it cost the student group to run the event? <i>Costs to consider: Staff (events in an SU venue), food, decoration, etc.</i>	
Will any income be generated? a. If so, how much do you plan to charge? b. What will the money go towards?	
Have you run the event before?	

Charity

If the money generated is going towards a charity, please state which one here:

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Please note that all money raised for charity **must** be processed through the Students' Union.



Thinking Ahead

How do you plan to market the event/ generate interest?	
Who will lead the activity? Do they have the necessary training?	
What equipment will you need and how will this be provided?	

Do you require transport as part of the event?	
How will the event be financed? <i>Please offer a breakdown of costs and what account will be debited.</i>	
How will payment to the event be managed?	

Signed by

Name:

Committee Position:

Date: