**Event Form**

|  |
| --- |
| **To be completed by the club or society** |
| **Club / Society Name** |  |
| **Event Name** |  |
| **Event Type****(Quiz, talk, game etc.)** |  |
| **Date of Event** |  |
| **Time of Event** |  |
| **Is it a ticketed event?** | Choose an item. |
| **Ticket Price** | **£** |
| **Society Account Balance** | **£** |
| **Online Event** |
| **Online Platform***Where will the event take place? How can student’ access or join the event? Do students need to download any app prior to the start of the event?* |  |
| **Prize Information***If you are planning on giving out prizes, please list them here and how you will be giving them out.* |  |
| **Advertisement***Please provide your Instagram handle, or details on where your event will be shared. Have you added your event to the website?* |  |
| **External Involvement***Will you have an external guest or speaker? If yes, please fill out the ‘External Speaker’ form from the website.* |  |
| **In-Person Event** |
| **Location***Please provide details about where you will hold your event, and if you would like to book a room please include those details.* |  |
| **Tech Equipment***Do you require any extra tech equipment that is not already provided? Please specify what you need.* |  |
| **Catering*****Do you need to provide any food at your event? Please include details of any dietary requirements.*** |  |
| **Drink Deals***If you would like to include drink deals at your event, you will need to discuss these with the bar manager (Kris Abyad).* |  |
| **Entertainment***Please describe what entertainment you require, and what entertainment will be provided by you e.g. what DJ are you using or will you be using a playlist.* |  |
| **Extra Information***Include details of anything else which may be relevant (decorations, travel costs etc.)* |  |