|  |  |
| --- | --- |
|  | Event Plan Document |
| When planning an event, get your committee together and fill in the document below*(Words in grey are some examples for your reference only and you are welcome to add things in your template)*  |

## Project Lead/s

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Contact Email | Responsibilities |
|  |  |  |  |
|  |  |  |  |

## Others Involved in Planning

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Contact Email | Responsibilities |
|  |  |  |  |
|  |  |  |  |

## Basic Information

|  |  |
| --- | --- |
| Event Name |  |
| Type of Event | *(Talk/Workshop/Performance/etc.)* |
| Objectives/Aims |  |
|  |

## Event Details

|  |  |
| --- | --- |
| Proposed Date | *(When/Any alternative)* |
| Proposed Time |  |
| Proposed Location | *(Where/Any alternative)* |
| Event Brief |  |
|  |

|  |  |
| --- | --- |
| Target Audience | *(Member-only/Open to UoL Students/Public)* |
| Expected Number | *(Number of attendees /maximum number)* |
| Ticketed Event | Yes ☐ | No ☐ |

# Conditions Checklist - Whether this event will include or involve:

|  |  |
| --- | --- |
| **Providing Food** [ ] If yes, ensure the event and caterer(s) abide by the Food Provision Requirements | **External Visitor (Speaker)** [ ] If yes, remember to submit the External Speaker [Form](http://www.leicesterunion.com/surveys/21/) 4 weeks before the event |
| **Alcohol** [ ] No alcohol is allowed on campus, except O2, which further discussion will be needed  | **Donate to Charity** [ ] If yes, remember to give the relevant information in Event Notification [Form](https://www.leicesterunion.com/surveys/eventnotification2122/) and submit a [Charity Donation Form](https://www.leicesterunion.com/surveys/SGCharityDonation/) afterward |
| **Furniture and Portering** [ ] If yes, remember to give the relevant information in Event Notification Form, and provide a layout to the Activities & Volunteering team via email if needed | **Card Machine** [ ] If yes, please send your request to the Activities & Volunteering team via email, first come, first served basis |
| **Audio/Visual Equipment** [ ] If yes, creating a [General Request](https://ithelp.le.ac.uk/webDesk.WebAccess/ss/object/open.rails?class_name=Config.Service&key=0414b4e6-3ce6-43eb-afe7-eea676a0085e) in IT Self Service or email your requirements to bookav@le.ac.uk will be needed | **Grant Funding Application** [ ] If eligible, please read the guidelines carefully before starting to fill out the application form, and contact Activities & Volunteering team if there is any question |

## Event Materials/Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| Item x Number | Purpose | Personal Responsible | Source |
| *(White Balloons x 100)* | *(Venue Decoration)* | *(Kris/Activities Coordinator)* | *(Amazon/Mall)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Pre-Event Schedule

|  |  |  |
| --- | --- | --- |
| Date | Content/Task | Person in Charge |
| *(Mid-April/ by 15th April)* | *(Research catering services and venues)* | *(Kris/Activities Coordinator)* |
| *(Search for sponsorship)* | *(Whole committee)* |
| *(Mid-May/ 3 weeks before)* | *(Finalise the Design of Poster)* | *(Kris/Activities Coordinator)* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Event Itinerary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Location | Content/Task | Officer/Unit in charge | Remark |
| *(15:00-16:00)* | *(SU Square)* | *(Check or set up venue and decoration)* | *(Kris/Activities Coordinator)* | *(Make sure chairs are in rows and put up all decorations)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Resources

[Committee Hub](https://www.leicesterunion.com/opportunities/societies/committeehub/studentgroupevents/)

* [Event Notification Form](https://www.leicesterunion.com/surveys/roombookings/) (must be completed in order for any event to approved)
* [Room Bookings Terms and Conditions](https://www.leicesterunion.com/pageassets/yourunion/roombookings/23.24-Room-Bookings-Terms-and-Conditions.pdf)
* [Food Provision Requirements](https://www.leicesterunion.com/pageassets/yourunion/roombookings/Food-Provision-Policy.pdf)
* [Bar Crawl Guidance form](https://www.leicesterunion.com/pageassets/opportunities/societies/committeehub/studentgroupevents/Bar-Crawl-Committee-Guide.docx)
* [Trip Registration Form](https://www.leicesterunion.com/pageassets/opportunities/societies/committeehub/studentgroupevents/Trip_Registration_Form-20.21.doc)
* [External Visitor Form](https://www.leicesterunion.com/surveys/21/)

### Finance

* [Charity Donation Form](http://www.leicesterunion.com/surveys/SGCharityDonation)
* [Grant Funding Guidelines](https://www.leicesterunion.com/pageassets/opportunities/societies/committeehub/studentgroupfinance/23.24-Grant-Funding-Guidelines%281%29.pdf)
* [Invoice Template](https://www.leicesterunion.com/pageassets/opportunities/societies/committeehub/studentgroupfinance/Invoice-Template%281%29.docx)

## Need further support?

From filling in a risk assessment to deciding where to host your event, the Activities & Volunteering team is here to assist you 9am-4pm Monday to Friday. Get in contact at unionactivities@le.ac.uk.