

# Event Planning Pack

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Type of Event (please circle)	On Campus	Off Campus	External Speaker	Trip (Domestic/International)	Ball	Conference
Name of Club/Society						
Date/ Time of event?						
Proposed Venue/Destination?						
Proposed number of attendees?						
Last Years Attendance? (if known)						
Last Years Budget? (£) (if known)						
Name of first aider (if attending)?						
Are you donating surplus to charity? (CIRCLE)	YES			NO		

## Important!

If you circled YES above, please ensure you follow the charity collection guidelines.

Do not confirm any bookings or make any financial commitments until you have had the event confirmed. You may personally end up liable for the costs if the event is not authorised!

Please attach any relevant documents such as provisional booking agreements, sponsorship confirmations, or tour/travel itineraries.

## Event Contact Details

	Name	Phone number	Email
Event Coordinator			
President			
Other			

**A Brief Description of your event.**

Please give some details of what your event entails, who it's targeting and what you hope to achieve.

**Notes (Staff Use Only)**

**Confirmed Date:**  
**Staff Name:**