

Event/Trip Fact Sheet

Planning



When planning your event or trip you can use the Event Budget Planner to think about all income and expenditure for the event so that you properly see how much money you need to make in order to cover costs.

Marketing

Remember to plan all marketing well in advance, designs can take time and remember the SU can print any posters for you and put them up in the Students' Union and The Hangar.

If we do not know you are running event we can't help market it for you, tag us in any social media posts and make sure to create an event on the SU website.

Venue Options

1. The Hangar is a free bookable space to Students' and student groups, if you would like to hold an event or Social here you can book via: thehangar@worc.ac.uk
2. Room bookings: if you want to book a room within the University for an event or social, you can do so via: timetabling@worc.ac.uk
3. Mode are giving you the opportunity to hold a Monday Night takeover at Mode: you can arrange this via chris.lauriello@trampsnightclub.co.uk

When booking your venue it is important to recognise that not all of your members may be able to access every venue. Respect that not everyone has the same social needs and everybody has different ideas of what they find fun.

Forms Required

All forms can be found in the Committee Resources' Hub

1. Event Notification Form: This needs to be submitted for an event or trip being held at least 14 days before the event.
2. Risk Assessment: You can submit this form within your event notification form
3. If your event involves a guest speaker (i.e. not a University of Worcester staff member or student) then you must fill the Guest Speaker form out 14 days before the event. This is to comply with University rules.
4. If your event/trip requires transport you can request a quote using the Transport Quote Request Form
5. If you need any tickets to go on sale please fill out a Ticket Request Form and provide enough time for us to get the tickets online and for students to be able to buy tickets.

Evaluation

Feel free to let the SU know how the event went how many came and what went well or maybe what did not go so well. This helps you for future events and for us at the SU to know how you are getting on and maybe if things are not going to plan how we can help next time.