

Event/Trip Fact Sheet

When planning an event or trip you need to ensure that you have taken into consideration the below factors. These steps are in place to ensure that the Students' Union are kept up to date, but also to help your event/trip succeed.

FORMS REQUIRED

All of the below forms can be found in the Committee Resources' Hub on the website.

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. **Guest Speaker Form:** 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 and regulations.
4. **Transport Quote Request Form:** If your event/trip requires any transport you can request a quote for coach travel to and from the event using the Transport Quote Request Form. From there the SU can book transport for you.
5. **Ticket Request Form:** If you need any tickets to go on sale for attendance to the event or on the trip this form will be required. Please provide all of the correct information that is asked for you and please submit your request within a minimum of 2 working days. This is to allow time for the SU to double check content and get the tickets online.
6. **RAG Fundraising Event or Activity Notification:** If you are planning a fundraising event for Charity then please fill out this form instead of the Event Notification Form. This gives the RAG Committee the opportunity to support you in your fundraising and provide any promotional help or resources. This form also needs to be submitted for an event or trip being held at least 14 days before the event.

FUNDING

When thinking about holding an event or going on a trip, you need to take into consideration the costs involved. If you don't have the money to hold the event maybe consider if this is something you should be doing. Alternatively ensure that you charge the correct entry/ticket costs to able you to make any expenditure back. There is an Event Budget Planner available on committee resource hub that will help you to think of everything.

VENUE OPTIONS

If you are looking to book a space within the Students' Union for your event please send all requests to the Welcome Desk who will send them to correct person.

1. **The Hangar:** This is a free bookable space open to Students' and student groups. If you would like to hold a day time event contact: studentsunion@worc.ac.uk and if you like to hold an evening event contact: thehangar@worc.ac.uk
2. **Room bookings:** If you are looking for a room within the university for your events or weekly socials please email University Timetabling: timetabling@worc.ac.uk

When contacting the Hangar/Students' Union about booking a space please ensure you provide the following details:

- Name of the Society/Club/Organisation that has made the booking
- Full contact details for whoever has made the booking
- Time of the booking
- Which area of the SU the booking is for
- What equipment is needed (tables, chairs, power source, etc.)
- What time equipment needs to be set up and taken down

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.

MARKETING

Allow yourself plenty of time to create promotional materials for your event/trip if they are required. Ensure they are spellcheck and contain all of the correct information.

The Students' Union Welcome Desk can print any posters for you, simply email studentsunion@worc.ac.uk with your request. There will be a charge for this. We can then ensure these get put up around the Students' Union and in The Hangar.

If we do not know about your event we cannot help you market it. If you want anything to go out on the SU Facebook pages please email sucommunications@worc.ac.uk with your request. We cannot always guarantee this will be promoted but we try our best to include everyone.

EVALUATION

After your event please ensure to let us know how it went, we like to know what your attendance was like and that it was successful. We don't always want to know the bad stuff, it's good for us to hear positive things too.