

**Club Event Planner**

Please complete this form before you plan any events so that we can ensure you are fully supported for a successful delivery; whether a guest speaker, fundraiser, social and either on or off campus.

We recommend that any event are planned well in advance, so please give yourself at least 4 weeks. The first stage is always planning and budgeting, followed by promoting and booking and then further promotion up until the event. Don’t forget to debrief afterwards, so that the club knows what worked, and what didn’t, so they can avoid the same mistakes and build on the successes!

|  |  |
| --- | --- |
| **Name of Club / Society:** |  |
| **Name of Event:** |  |
| **Your Name:** |  |
| **Your Email:** |  |
| **Your Phone Number:** |  |
|  | |
| **Date of Activity:** |  |
| **Location:** |  |
| **Maximum Capacity:** |  |
| **Expected Attendees:** |  |
| **Description of activity:**  What is happening? |  |
| **Schedule:** |  |
| **Start Time:** |  |
| **End Time :** |  |
| **Additional Details**: |  |

**Event Budget**

Don’t forget to apply VAT to any ticket sales or sponsorship relating to your income. Always check with a sponsor that VAT is included in their contribution, and check that all expenditure (e.g. invoice for a band) is also inclusive of the 20% rate. For any more support, come in and speak with the Finance Team at the Students Union!

|  |  |  |
| --- | --- | --- |
| **Expenses** | **Details** | **Sub Total** |
| **Venue Hire** |  |  |
| **Performers** |  |  |
| **Publicity** |  |  |
| **Decor** |  |  |
| **Other**  *(Please specify)* |  |  |
| **Other**  *(Please specify)* |  |  |
| **Total Expenditure** | |  |

Always consider a wise ticketing plan. For example, early bird tickets at the budgeted cost for the event (e.g. £5) followed by a higher rate closer to the event (e.g. £6 for the week before) and then a door entry price (e.g. £7). This way you drive income earlier, when planning your event, and anything made beyond this can be considered a bonus!

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Income** | **Details** | | | **Income per Unit** | **Number Sold** | **Sub Total** |
| **Individual Contributions** |  | | |  |  |  |
| **Ticket Sales** |  | | |  |  |  |
| **Event Fundraising** |  | | |  |  |  |
| **Event Sponsorship** |  | | |  |  |  |
| **Club Contribution** |  | | |  |  |  |
| **Other** *(please specify)* |  | | |  |  |  |
| **Total Income** | | | | |  | |
| **Event Surplus/Deficit** | | *(‘Total Income’ minus ‘Total Expenditure’)* | | |  | |
| **Existing Club Reserves** | | | *(How much your club has in its account)* | |  | |
| **Remaining Club Funds** | | | *(How much your club will have in its account after the event)* | |  | |

If applicable, complete the list below. This is important for Club Contribution as club funds should not be subsidising an event for non-members. Typically, this can be supported by offering two ticket prices; one for members (e.g. £5) and one for non-members (e.g. £7) so that there is an incentive for those who are members of the club or society.

This will not be possible for some events, such as a public fundraiser, but will be relevant for others, like a guest workshop.

**Full List of Participants**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Student ID No** | **Club**  **Member**  **Y/N** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
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| **18** |  |  |  |
| **19** |  |  |  |
| **20** |  |  |  |

**Event Approval**

|  |  |
| --- | --- |
| **Club Treasurer** | Signed |
| **Club President** | Signed |
| Staff (Name) | Signed |
| Officer (Name) | Signed |