

# SOCIETY EVENT PLANNER

Our Societies run a number of events, socials and activities throughout the year. To run certain events we require you to fill in an Event Planner which will help you to think about all the different aspects of your event including finances, contracts, venue/space booking and risk assessments. It also gives the SU more information on what you are doing which allows us to support you and will help you to ensure you put on the best event for your members.

## The following events **DO NOT** require an event planner:

### **ON CAMPUS**

For your society's core activity

Society Meeting

Charity bake sales

Small fundraisers

SU Socials (PLUG and TUB)

### **OFF CAMPUS**

Bar Tour (no tickets)

Pub/Club Social (no tickets)

Meal (no tickets)

## The following events **DO** require an Event Planner:

### **OFF CAMPUS**

Costs over £2,000

For over 200 guests

Society Ball

Bar Tour (with tickets)

Overseas Trip

Pub/Club Social (with tickets)

Meal (with tickets)

Large Charity fundraisers

Conference

Coach Trips

Competitions

### **ON CAMPUS**

Costs over £2,000

For over 200 guests

External Speaker

Selling Tickets (Online Product)

BBQ

Show/Performance

Conference

Any event that requires an online product **MUST** have an Event Planner

To fill in your Event Planner go to [thesubath.com/new-event](https://thesubath.com/new-event)

