

# SU Media Training



# Finances

- Budget – How are we funded?
- Spending Money! Credit Card / Expenses / Form
- Approval and signatories
- Payment for individuals
- Income Generation
- Alumni Fund
- Online Products







# Events!

New Event Planner coming soon on Zoho Forms:

- Launching on 1 August
- 30% shorter than the previous Event Planner
- Improved processes around online products and resource booking.
- New templates for finances and risk assessments

## Event Details

Group Area \*

Name of Group \*

Email \*

You should submit an event planner if:

- Your event costs over £2000
- Your event involves over 200 people
- Community Volunteering
- Using External providers (e.g. photographer, DJ, caterer, venue)
- External speakers
- Includes Food – not including restaurant socials
- Fundraising for charity
- Transport – if you are claiming mileage or using an SU vehicle
- Screening a film
- Overnight or Overseas trip
- Taking Equipment off site

# Democracy!

- Elections and by-elections have now already happened. You can now co-opt to complete your committees. You can't co-opt the Chair and Treasurer roles.
- Elections for next year will take place in early spring.
- At least one member of the committee should sit on SUmmit.

# Handover

- Make sure you book in time with your predecessor to ensure you get a good handover before they leave!
- Your role will not officially start until 1 August.



# Media Hub & Studio

- Look after the space
- Keys / Trakka
- Equipment Sign out
  - Asset Register
- Open Door policy – Make all new members feel welcome

Use it well or loose it!



# Communication

- SU Website (Data handling course)
  - Media Pages
  - What's On
  - News Stories
  - Emailing Members
- Digital Screens
- Instagram – Tag @thesubath
- Complete the Marketing Moodle Training
- In person activity





# Key dates for next year!

November– ***SRA*s**

December – Xmas Dinner

December – Xmas Ball

March – MediaCon 2026

April – ***SPA*s**

April - ***SRACon***

April – ***NASTA***

May – Media Awards



**thesu@bath.ac.uk**  
**01225 38 3800**  
**thesubath.com**

     @thesubath

