



SUBU
Students' Union
Bournemouth University

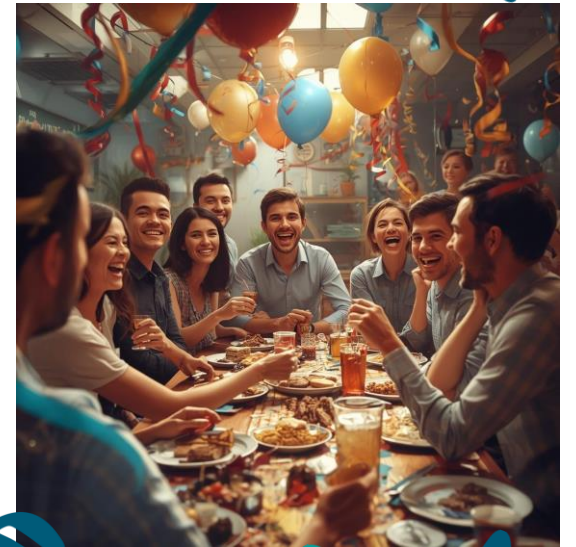
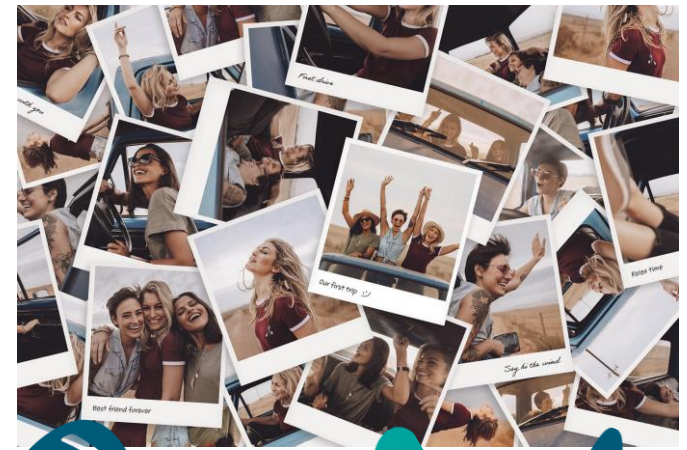
Event Planning



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How to plan **E V E N T S**

- Plan
- Proposal
- Risk Assessment
- Funding
- Registration

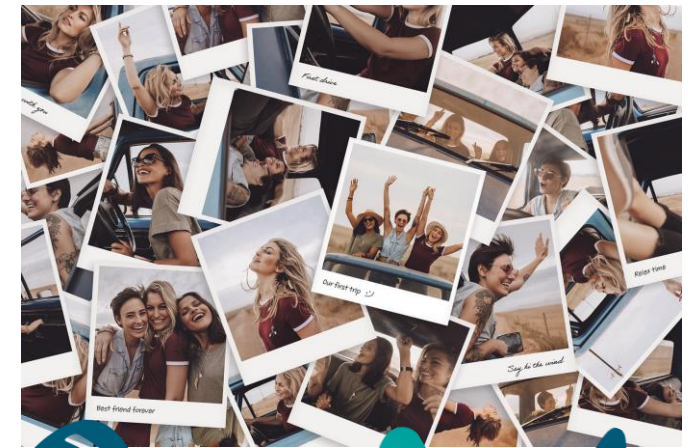


PROPSAL:
4 weeks notice
Only for one off events
Guest speaker forms

RISK ASSESSMENT:
Your event needs one!
Room Bookings – BU
Property
Venue Booking – PO REQ
for deposits

FUNDING:
Apply for grant funding if
needed, before your
event.

REGISTRATION:
More than 30 miles away
Medical, Emergency
contact and transport
details needed.

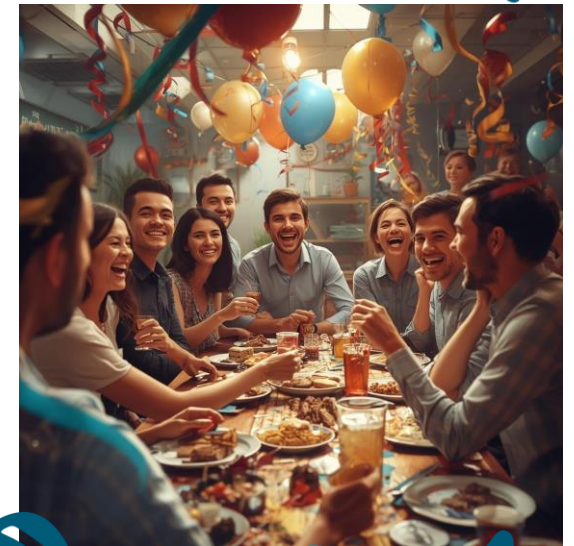
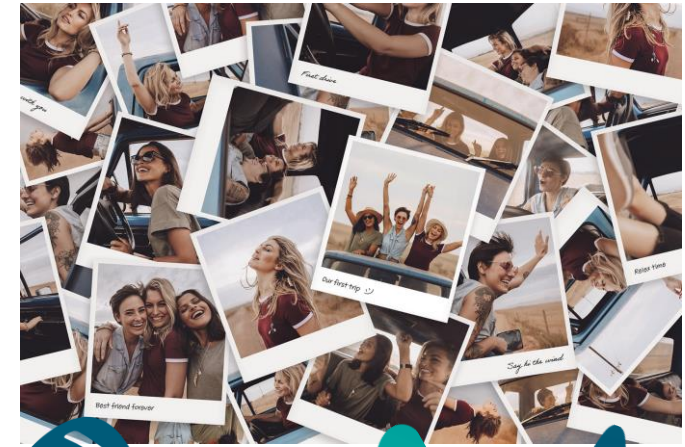


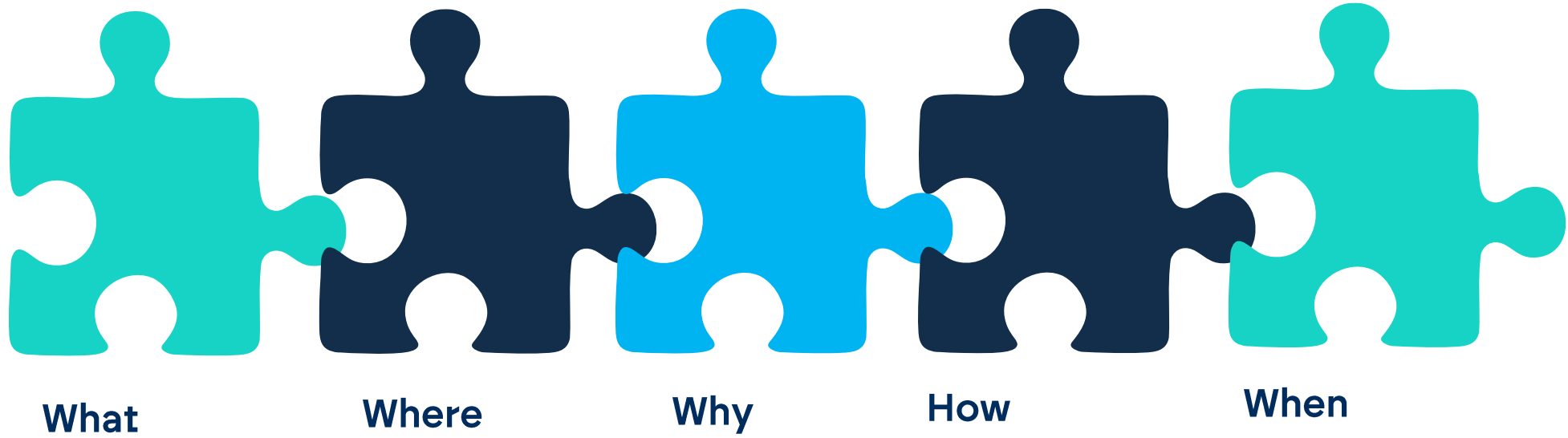
THE ENGINE ROOMS :
Capacity: 50-150

THE LOFT:
Capacity: 120-400

MAIN ROOM:
Capacity: 350- 1200

DYLAN'S BAR:
Capacity: 100-200







YOUR TURN TO PLAN A WINTER SOCIAL

What:

- What are your ideas: Social, Cultural, Business, Sporting, Community.
- What is the reason: Celebration, Awareness, Education, Entertainment, Fundraising, Networking
- What will happen at the event
- What is the objective of the event: To educate, entertain, fundraise etc.

Where:

- Choosing a specific location
- Considering the date and time
- Logistical Considerations
- Theme and Atmosphere
- Capacity and Amenities
- Budget
- Contingency Planning

When:

- Impact on vendors and venue
- Attendee consideration
- Marketing and Promotion timeline
- Programme and Schedule

How:

- Team and volunteers
- Planning and Budgeting
- Logistics and Vendors
- Marketing and Promotion
- Execution and day of management
- Evaluation

Why:

- Purpose and Vision
- Setting Objectives
- Measuring Success
- Guidance for decisions
- Community and Experience



Thank you

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