



Trip and Events Guidance

A how-to-guide on planning and organising accessible events and trips in the UK

An introduction to Trips and Events

Planning an event/trip is great way to engage your new members and bring people together. For both Day/Overnight Trips and Events, you will need to submit your **proposal form** a minimum of **4 weeks before the proposed date of your trip/event**.

Make sure you are reading the relevant section to your trip/event and that allow yourself enough time to organise everything!

Please Note: International Trip Guidance is on a separate document and can be found on the Committee Zone

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Anything marked with a * is specific to Overnight Trips

Event Guidance

What counts as an Event?

An event would be an activity outside of your society's regular activity but is also hosted either on campus or in Bournemouth/the local area. Examples include Winter or End of Year Balls, charity fundraising events, Guest Speaker talks or conferences. If unsure, feel free to contact suclubs@bournemouth.ac.uk

Event Proposal

The Event Proposal form gives the SU an overview of what you have planned and enables us to support you further. The Event Proposal Form template can be found on the Committee Zone.

Risk Assessment

At the start of the year, you will have completed a Risk Assessment for your regular activities. You will need to complete a separate Risk Assessment for any event that is additional or different to your regular activities. The Risk Assessment portal link can be found on the Committee Zone.

Guest Speakers

A guest speaker is used to describe any individual/ organisation who is not a student or employee of BU/ SUBU and has been invited to provide an exhibit, performance or speak publicly at the invitation of a society committee for a meeting or organised activity/event.

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If the event includes a guest speaker, the committee will need to complete a Guest Speaker Form. The form must be completed and submitted for approval for any event involving an external speaker at least 4 weeks prior to the proposed scheduled date of event. Guest Speakers are reviewed and approved by staff at BU, so the proposed timeline accounts for any further information being required and staff capacity at the University.

You should not invite the external speaker, nor confirm the event until you have received full and final approval from BU and SUBU. It is also important to consider whether your guest speaker has a cost attached to their attendance e.g. train fair/ fees and you should factor this into your budget when planning the event and completing your proposal.

Booking a venue

- Room Bookings
 - If you require a space on campus for your event, please complete a Room Booking Request. You will need to allow at least 3 working days for the team to process your room booking and it will only be accepted after you have had your Event Proposal and Risk Assessment approved by the Student Opportunities Team.
- SUBU Commercial Venues
 - SUBU has commercial venues available to SUBU Clubs and Societies to hire free of charge:
 - The Old Fire Station: Engine Rooms, The Loft and Main Room
 - Dylan's Bar and Grill

Full details on what is available in these venues and how to book can be viewed in the guidance document

Event Guidance

If you wish to hire one of SUBU's Commercial venues, you will need to complete a Proposal Form

- If you are looking to hire a TOFS Venue, email the completed form to jecclestone@bournemouth.ac.uk
- If you are looking to hire Dylan's Bar and Grill, email the completed form to adove@bournemouth.ac.uk

Please ensure that you cc in suclubs@bournemouth.ac.uk in all emails regarding the hire of SUBU Commercial Venues

Ticketing

All events should be ticketed through your society webpage on the SUBU website so that you can monitor sales and the money made is put directly into the society club account. This includes both free and paid tickets.

There are guides on how to create Events and list Tickets on the Committee Zone

TOP TIP: You can add customisations to tickets to include Dietary Requirements, Access adjustments and anything else you need to know for organisation of your event to run smoothly. With the addition of customisations, it saves you chasing attendees at a later date for those details ahead of time.

Finance and Budgeting

Before committing to any spending as a committee you should ensure that you have enough funds in your society account. To find out your account balance, email suclubs@bournemouth.ac.uk- please remember it is the responsibility of the committee to keep a track of expenditure.

Event Guidance

Once you are aware of your society's financial situation, you should agree on a budget for the event. You should not only rely on ticket sales to cover your event costs as you cannot guarantee that you will make enough sales to cover your expenses.

Committee members can purchase items on behalf of the society and claim back their expenses by completing a claims form, the usual expenses procedures are applied.

If you have been provided with an Invoice by a supplier or venue, you will need to complete a PO Request Form (the usual expenses procedure is applied).

Funding

Societies can apply for funding to support events and trips. Please refer to the Committee Zone for more information on the types of funding available to you.

Event Registration Form

Registration Forms must be submitted and signed off one week prior to your event. You will need to gather the following information from attendees to complete the form.

A template of the Trip and Event Registration Form can be found on the Committee Zone

UK Day/ Overnight Trip Guidance

What counts as a Trip?

A trip would be an activity or social hosted outside of a 30-mile radius from Talbot Campus and/or your society would be staying at the location overnight. Any day trips inside that 30-mile radius, we do not need Trip and Event Paperwork for. If unsure, or you need additional support from the Student Opportunities Team, feel free to contact suclubs@bournemouth.ac.uk

Trip Proposal

The Trip Proposal form gives the SU an overview of what you have planned and enables us to support you further. A template Trip Proposal form can be found on the Committee Zone.

Risk Assessment

At the start of the year, you will have completed a Risk Assessment for your regular activities. You will need to complete a separate Risk Assessment for any trip. Risk Assessment portal link and guidance can be found on the Committee Zone.

Trip Registration Form

Trip Registration Forms must be submitted and signed off one week prior to departure. You will need to gather the following information from attendees to complete the trip form:

- Attendee Name
- Student Number
- Emergency contact name and number
- Medical conditions and access needs
- Accommodation details (if overnight)
- Departure times

A template of the Trip Registration Form can be found on the Committee Zone

UK Day/ Overnight Trip Guidance

Transport Options

It is up to the trip organisers to decide how you travel to your trip destination; we would always recommend looking for the most cost-effective and sustainable way.

- Minibus/ Car Hire
 - Minibuses are the most used mode of transport by societies and is our recommendation for trips. Our current supplier for minibus hire is Abacus- we have the going rates available on the Committee Zone.
 - If you wish to book with Abacus for minibus or car hire, please email suclubs@bournemouth.ac.uk
- Coach Hire
 - Coach hire is on the expensive side, but a much more cost-effective way for large groups to travel together and means that a member of the society won't have to drive the vehicle.
 - We use a provider called DrivenConnect for all coach and driven-vehicle bookings- this platform allows coach companies to bid for your journey and saves you the hassle of looking for the cheapest provider
 - On average, we save 30% by using DrivenConnect for clubs' bookings
 - If you are wanting to use DrivenConnect, please clarify in your Trip Proposal Form with the following details: Pick-up/ drop off times, Date(s) and destination, Number of seats required and if you require additional stops on route

UK Day/ Overnight Trip Guidance

- Driving
 - If you have committee/ society members driving vehicles for your society, they must complete a Student Driver Form
 - You will be required to register as a driver each time you wish to hire a self-driven vehicle or drive on behalf of the club in your personal vehicle to ensure your details are up to date.
 - If your society choose to drive themselves, we must have a list of the drivers for the trip and a list of which passengers are in which vehicles as part of your Trip Registration Form.
- Train
 - Travelling by train is ideal if you are travelling beyond Bournemouth in a small group. It is always best to purchase tickets as early as possible to avoid paying inflated prices and so that you can reserve seating. Before purchasing tickets, always check if members have railcards that can be used for the journey.

Accommodation- (only relevant for Overnight Trips)

Hotels and Hostels are most booked by societies; however, you can also look at websites such as Airbnb and camping sites. Booking accommodation for a large group can be difficult and the usual booking sites cannot always support such bookings; therefore, we suggest contacting a venue directly to reserve the accommodation.

If you need to book accommodation using a SUBU card, please state this on your Proposal Form and book a meeting in with a member of the team to do so.

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Committee members can purchase items on behalf of the society and claim back their expenses by completing a claims form, the usual expenses procedures are applied.

If you have been provided with an Invoice by a supplier or venue, you will need to complete a PO Request Form (the usual expenses procedure is applied). If you are booking accommodation or transport such as coaches, this would need to be paid via an Invoice/PO Request.

Funding

Societies can apply for funding to support events and trips. Please refer to the Committee Zone for more information on the types of funding available to you.