



WHAT'S HAPPENING WHERE?

What is the purpose and aims of your event/trip?

Is this an event or a trip? Are you fundraising? Going to a competition? Running Give It A Go? Creating opportunities to socialise? What clubs/societies is this for?

Where is it happening?

Tell people where they need to be...

When is it happening?

Think about the time of year (e.g. celebrations to be aware of). What's your timeline for planning? Have you given enough notice and time to plan?

Who's going?

Think target audience! Members? How many are you expecting?

What costs?

What costs will you have? Think equipment hire, tickets, catering. Can you apply for funding?

Do you need tickets?

What kind? How much will your tickets cost? How will you promote these?

What additional paperwork is needed?

Think about Risk assessments, guest speakers, trip registration....

Other notes

What else do you need to consider?

Is this a trip?

Do you need transport?

How will you get there? Do you need to hire a vehicle? Register a driver?

Do you need to book accommodation?

Is this an overnight trip? International trip? Where will you stay?

SUBU

Additional Resources

Committee Zone
Trips & Events page



You'll find the proposal form, guidance and more on the committee zone!

If you have any questions on Sponsorship, contact suclubs@bournemouth.ac.uk