



Trips and Events

Introduction

The SUBU Club Trip and Event process exists to support your Society with one off extra activities that don't fall within your regular activity.

It is important you follow this process to ensure your physical and financial wellbeing when planning large scale activity.

But first, Trips and Events... What's the difference?

Events

An event is 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.

Trips

A trip is an activity outside of your society's regular activity but is also hosted over 30 miles from Talbot Campus.

Examples include day trips to London, overnight trip and international travel.



Trip and Event process

Planning stages:
It all starts with an idea

Trip Registration Form
If you're going on a Trip
this records your attendee
emergency details

**Trip and Event review
Form**
To reflect on your
experiences

Proposal Form
This formally registers
your trip or event with our
team

Additional paperwork:
Including; Risk
Assessments, Room
Bookings, Finances

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Planning

Map out your ideas for the event.

You may find it beneficial to use a process cycle such as 'the 5Ws and H'.

Why do you want to run the event (aims)?

Where is the event taking place?

When is the event happening?

Who is the target audience?

What resources do you need?

How will you put on the event?

This is not exhaustive list, what else will you need to consider?

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Planning: Collaboration

You may want to work with another Club or Society to host an event. Reach out to clubs/societies with similar interests.

You can reach out to them via their social media or email them.

Work together - it's a collaboration - not a free ride!

Whilst there may be additional paperwork needed, only one party needs to submit this.

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Planning: Finances

Before you commit to any spending, ensure you have enough funds in your society account. You can email suclubs@bournemouth.ac.uk to find out.

Think about if you will need tickets. If you do, these should be ticketed through your society webpage on the SUBU website. If you need a system with more functionality, get in touch. Please do not create a Fatsoma account or similar!

Don't forget to fill out a PO Request form if you have been provided with an invoice, or fill out a claims form if you have purchased items on behalf of the society (usual expenses procedures apply).

A group of five students (three women and two men) are standing on a sandy beach. They are all wearing jackets and holding large green recycling bags. In the background, there is a blue fence, a small yellow and red striped kiosk, and a blue container. The entire image has a blue overlay with white text.

Top Tip: Funding!

Remember, Societies can apply for funding to support events and trips. You must ensure you apply in advance of your trip or event to be allocated any funding. We can't fund events retrospectively.

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Planning: Location (SUBU 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

Check out the [Guidance Document](#) for full details about these Venues.

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Planning: Location (SUBU Venues)

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

Depending on which venue you want to hire, will determine who you needed to send the proposal form to. If in doubt, ask!

Please ensure that you cc suclubs@bournemouth.ac.uk in all emails regarding the hire of SUBU Commercial Venues so we can support you with additional elements like finance payments to external suppliers.

TOFS: The Engine Rooms

Capacity of 50-150

TOFS: The Loft

Capacity of 120-400

TOFS: Main Room

Capacity of 350-1200

Dylan's Bar and Grill

Capacity of 25-300

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Planning: Transport

Vehicle Hire: Self Driven (Abacus)

Minibuses and hire cars are the most used mode of transport by societies. Our suggested supplier for minibus hire is Abacus. If you wish to book a minibus or car hire, please take a look at the rates document on the Committee Zone and email suclubs@bournemouth.ac.uk with what you'd like. Make sure your licence is valid to drive what you are asking for!

We will then send you a quote, and book once you have confirmed you're happy with it.

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Planning: Transport

Vehicle Hire: Driver included (Driven Connect)

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 book coaches for societies through a platform called DrivenConnect: this platform allows coach companies to bid for your journey and saves you the hassle of looking for the cheapest provider.

Fill out the request form on the Committee Zone and a member of our team will be in contact with quotes!

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Planning: Transport

Public Transport (Train, Coach, Bus)

Useful if you're travelling in a small group. It's always best to purchase tickets as early to avoid paying inflated prices and so that you can reserve seating.

Before purchasing, always check if members have rail or coachcards that can be used for the journey.

Don't forget the bus! An ABC ticket gives unlimited travel on Morebus, UNIBUS, Damory, Bluestar, Unilink or Salisbury Reds bus right across the South Coast. Many bus services also offer cheaper group tickets that can be paid for in advance via an App.

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Planning: Transport

Carpool

A great solution for small groups if your destination has few/no public transport links.

If you have committee/society members driving vehicles for your society, they must complete a Student Driver Form every time they wish to drive on behalf of the society.

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. Remember they can claim using the Milage Claim form!

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Proposal Form

The Event Proposal Form gives SUBU an overview of what you have planned and enables us to support you further. Be clear about what you want to do and give as much information as possible.

Events: 4 weeks notice minimum

UK Trips: 4 weeks notice minimum

International Trips: 8 weeks notice minimum

You can find the template on the [Committee Zone](#). Send your completed form to suclubs@bournemouth.ac.uk. Once approved, you will need to complete some additional paperwork...

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Additional Paperwork: Risk Assessment

All events need one!

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](#).

Remember a risk assessment isn't designed to prevent you from doing something, it's designed to ensure that you are able to do it safely and have support you need.

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Additional Paperwork: Guest Speaker Forms

If your event features Guest Speakers, you will be required to complete Guest Speaker Forms in line with your Guest Speaker Process.

These forms are required 4 weeks in advance of your event.

3

Additional Paperwork: Room Bookings

By this stage, you should know where your event is taking place. 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.

The request will only be accepted after you have had your Event Proposal and Risk Assessment approved by the Student Opportunities Team.

Off site bookings will be handled by the venue, but we can support with hire payments.

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Trips Only: Trip Registration Form

Whether you are going for a day trip to London or spending a week in Spain you must complete a Trip Registration Form before you go. It is made up of three parts:

- 1.The final Trip Details: Including travel and accommodation
- 2.Attendee Medical and Emergency Contact information
- 3.In the case of international trips, Passport and Travel Insurance details.

This must be recieved no later that 4pm the working day before your Trip starts.

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All Trips and Events: Review Form

This is an optional step, but it is good practice to review your experiences planning and executing your trips and events.

The feedback allows you to reflect on what went well and what you would improve next time.

It also allows our team to identify trends across Committees where additional support needs to be developed to improve your experiences. This is available on the Committee Zone.



Trips and Events activity

Let's Try It!

10 Minutes

On your tables, plan a one off Event!

Think about an Event

How would this support your club or society? Is this to raise funds? Invite an external in? Give-It-A-Go session?

Remember...

Consider the logistics:
Where will it be? When? Who is it for? What do you need? How will you deliver it? Additional paperwork?

How will you fund it?

Tickets?
Grant Funding?
Sponsorship?
Is it a free event?



Any questions?



SUBU Clubs &
Societies