**Clubs and Societies Event Plan**

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| Club Name |  |
| Event Name |  |
| Event Date |  |
| Event Timings |  |
| Event Location(s) |  |
| Event Stakeholders  (Who do you need support from? Your members/ SUBU/ venue staff etc.) |  |
| Please detail the event idea and what will be taking place |  |
| Prepare your event budget and send this alongside your event plan to [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk) | Link to budget template can be found under [useful information on the committee zone](https://www.subu.org.uk/involved/clubs_societies/committeezone/info/)  Think of every possible cost for the event from venue hire, to insurance, refreshments, guest speakers, hire of equipment, marketing, cleaning, security, transport.  Think of every possible way to raise income to support your event from SUBU funding, your club account, selling tickets, sponsorship, fundraising. |
| Are there any agreements, contracts or orders needing to be completed on behalf of the society? Please list them and get copies and approval from us before signing them |  |
| How will you market and promote your event? |  |
| Will you be selling tickets? If so they must be sold via the SUBU website! |  |
| Complete your risk assessment and send this to suclubs@bournemouth.ac.uk | The link to the risk assessment template and guidance is under [useful information on the committee zone](https://www.subu.org.uk/involved/clubs_societies/committeezone/info/).  Ensure this is as thorough as it can be. |
| Assign roles for the day. Who will be doing what? Ensure you have a clear event manager to organise the day. Ensure you have a plan B in case a member of your team can no longer fulfil their role |  |
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**Post Event Evaluation**

It’s important to host a wrap up meeting after your event to complete a post event evaluation

Complete the actual financial figures on the spreadsheet next to the budgeted figures – so you can see how you did.

* Collect feedback, photos, video etc and keep for future use.
* Get the event team together for a meeting to discuss how it went, how you might improve it and start planning the next one.