



Event Planning



Booking Venues in the SU

We have several spaces in the SU that your student group can book.

Y Plas



Included:

- Daytime furniture
- Play and Play screen (see security for a cable)

Capacities:

- 150 maximum seated
- 500 maximum standing

The Lodge



Included:

- Standard furniture
- Play and Play screen (see security for a cable)

Capacities:

- 30-50 attendees

Optional additions available for all spaces- e.g., technical crew and bar

Booking Venues in the SU

We have several spaces in the SU that your student group can book.

Great Hall



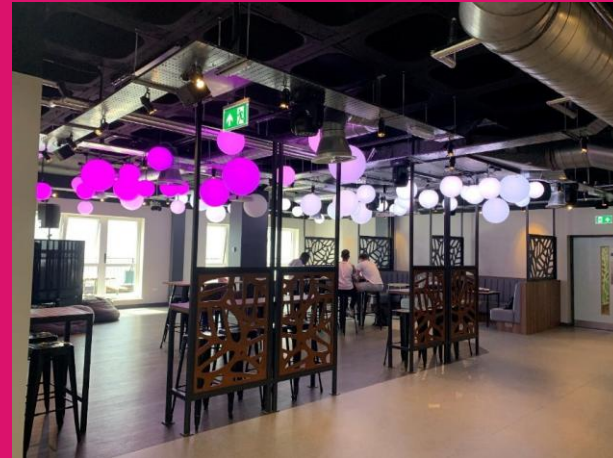
Included:

- Empty room

Capacities:

- 250 maximum seated
- 700 maximum standing

Globe Room



Included:

- Standard furniture
- Play and Play screen (see security for a cable)

Capacities:

- 30-50 attendees

Optional additions available for all spaces- e.g., technical crew and bar

View Availability First!

The screenshot displays a room booking system interface. On the left, a calendar for September 2026 shows the 7th as the selected date. Below the calendar is a 'Categories' list with options: Heath Park, Heath Park Rooms, Park Place, 4th Floor, Commercial Venue (highlighted with a red arrow), CUTV Equipment, Laptops, Meeting Rooms, Resources, Stalls, and Xpress Radio. The main area shows a grid for Monday 07 September 2026. The grid has columns for seven rooms: 1 - Great Hall (Not Bookable), 2 - Level 1 Centre (Not Bookable), 3 - Y Stiwidio, 4 - Y Plas (Not Bookable), 5 - The Lodge (Not Bookable), 6 - The Food Court (Not Bookable), and 7 - Globe Room (Not Bookable). The rows represent time slots from 06:00 to 14:30. Room 1 is closed from 06:00 to 08:30 and booked for 'Rafferty @ live nation' (User: G Gigs- LIVE MUSIC) from 09:00 to 14:30. Room 2 is also closed from 06:00 to 08:30 and booked for 'Rafferty @ live nation' (User: G Gigs- LIVE MUSIC) from 09:00 to 14:30. Rooms 4 and 5 are closed from 06:00 to 08:30 and booked for 'PA Install' (User: T Ridge) from 09:00 to 14:30. Rooms 6 and 7 are closed from 06:00 to 14:30.

	1 - Great Hall Not Bookable	2 - Level 1 Centre Not Bookable	3 - Y Stiwidio	4 - Y Plas Not Bookable	5 - The Lodge Not Bookable	6 - The Food Court Not Bookable	7 - Globe Room Not Bookable
06:00	Closed			Closed	Closed	Closed	Closed
06:30							
07:00							
07:30							
08:00							
08:30							
09:00	Rafferty @ live nation User: G Gigs- LIVE MUSIC	Rafferty @ live nation User: G Gigs- LIVE MUSIC		PA Install User: T Ridge	PA Install User: T Ridge		
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30							

Head to the Room Booking System to view availability.

Booking Venues in the SU

When booking an event in the Students' Union, follow this procedure:

1

Proposal Form

Provides details of what the event is.

Must be approved by your coordinator first.

Send at least two months in advance.

2

Requirement Form

Where you request additional needs from the venues team.

Put everything you need in this form!

3

Deposit

30% deposit will be held when booking resources.

Failure to return the venue to a useable state will result in the loss of your deposit.

4

Communicate

Venues are not a student facing team, so clarity on all emails is crucial. If you require something from venues, you must inform them.

Plan ahead!

5

Payment

The Venues Team will arrange payment once the event has taken place. You will receive a copy of the invoice for your reference.

You can find the Requirement Form and Proposal Form on Committee Resources.

SU House Rules

The following rules should be considered when booking an event in the Students' Union:



Food & Drink

No cooking on site. Do not bring own alcohol onto the premise.



Event Timings

Timings should be accurate on the forms. Anything that overruns may result in additional charge.



Venue Care

Ensure the venue is left as you found it. Pick up after yourselves and move furniture back as it was.



Code of Conduct

Must be followed at all times. Any breaches may result in cancellation of bookings.



Music and Visuals

Any audio or visuals you want the team to play during your event- send these at least 1 week prior to SUEvents@cardiff.ac.uk



Reporting Concerns

Report any concerns to Duty Manager on site, or a member of the venues team.

Booking External Venues

Proposal Form

Include all details of your proposed event on this form, and email to your coordinator.

You should aim to send this 2 months in advance.

Venue Contract

Email us all venue contracts/agreements before you sign them.

This is an affiliation requirement.

Risk Assessment

All events must be risk assessed, unless they are in your regular risk assessment.

Invoice

Invoices should be uploaded to the finance portal to be paid. Please note that these take up to 1 working week to be paid.

If your invoice is for the full balance of the booking, you **must collect the income first.**

You can find form templates on Committee Resources.

Guest Speaker Events

Guest Speaker events are great opportunities for your group to invite guests to discuss specialist topics and answer questions. These are also great opportunities to hold workshop events with guest instructors.



Forms

Email a Guest Speaker form **at least 21 working days in advance**.

The earlier, the better!



Book a Room

Once your Guest Speaker has been approved, you can request a room for your event.



Additional Requirements

Consider what equipment you will need in the space - does the room have what you need?
Will there be additional charges?



Refreshments

Consider if you want to provide refreshments for attendees, and what will be the additional costs?

[Guest Speaker Form can be found on Committee Resources](#)

What?

- What is your event contributing to your group's aims and objectives?
- What is the title and how does that represent the event?

When?

- You know your members, think of when the best time to hold an event?

Where?

- What kind of space do you need?
- Do you have the budget for this?
- Do you have any accessibility needs to cater for?

Key Things to Consider

Who?

- This should always be your members first!
- How many attendees can you allow?
- How large is your overall membership?

Why?

- Why is this event happening?
- Why should members want to come to your event?
- What do you want them to get out of it?

How?

- How are you raising the income to cover this event?
- Do you need a sponsor?
- Do you have the capacity to host this event?

Plan Ahead- Budget Plan

Here's an example of what your budget plan could look like!

Event Budget

 **MAKE A COPY OF THIS TEMPLATE TO START EDITING** 

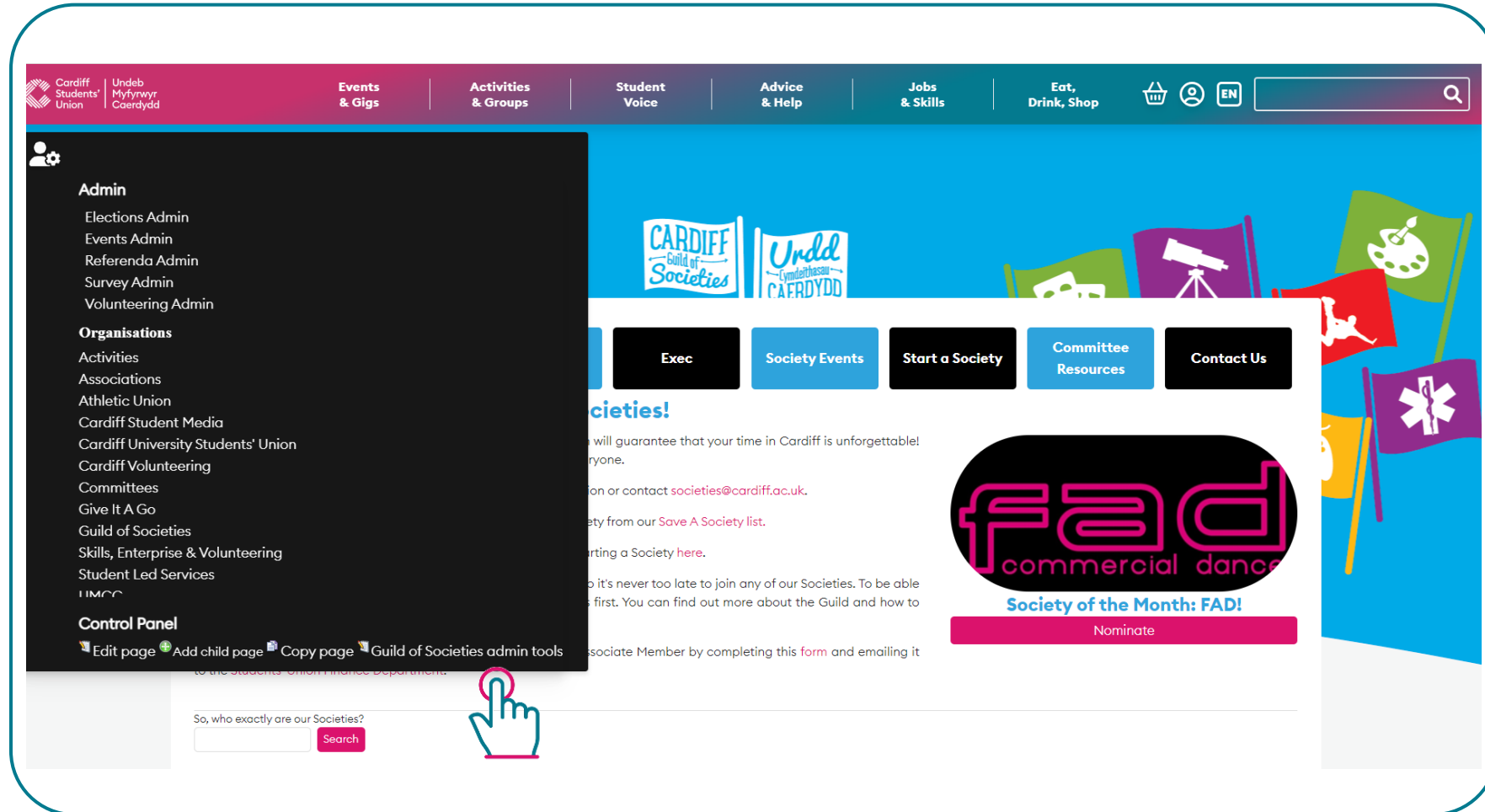
Event budget		Already paid		Event Date	
Total cost		Remaining to pay		Days left	
Still available		Used budget			

Venue	0.0%	Estimated	Actual	Difference	Already paid	Due
Venue Rental						
Equipment & Furnishing Rentals						
Additional Tables/ Chairs/ Desks						
Wi-Fi/ Electricity						
Carpet/ Padding						
Venue Tech Support						
Security						
Venue Staff						
Expo Signage						
Digital Displays						
Venue/ Registration Signage						
Total:		\$0	\$0	\$0	\$0	\$0

Collecting Income

All income must be collected via the SU website- **do not** use external platforms or bank transfer.

Google Forms can be used to collect additional information, such as dietary requirements- **do not use these to collect tickets.**



Collecting Income

Set up the event first on your webpage- head to your Admin Tools to do this.

Admin tools

[Go to home page](#)

 Edit Details Edit logo, description and contact details	 Edit Permissions Manage who has access to admin tools	 Events Create and manage events	 Fundraising Set targets and record funds raised
 Groups Create and delete roles and mailing lists	 Members View members	 Messages Send emails to members	 News Create and edit news articles
 Polls Create, edit, and view poll results	 Products Create products and put them on sale	 Resources Provide downloadable resources	 Sales Reports View membership, products and ticket sales
 Signups Create and manage signups	 Surveys Create surveys and view responses	 Tickets Create and manage tickets for events	 Website pages Add and edit website pages
 Elections			

Collecting Income

Select 'Add New Event' and complete the form.

Be mindful that:

Display date- the period that that event is visible on the website.

Date and time- date/time of the event itself.

Permission- set to 'Admin Only' so you can edit it before it goes live to members/students.

Events

+ Add new event

There are no events for this date range and/or filter.

Search and Filter List

Name

Enter part or all of an event name to filter the list.

Dates *

22/08/2025 → 22/09/2025

Search for events taking place in the selected date range.

Find Events

Collecting Income

Go back to Admin Tools and select the 'Tickets' tool to set up your tickets.

Admin tools

[Go to home page](#)

 Edit Details Edit logo, description and contact details	 Edit Permissions Manage who has access to admin tools	 Events Create and manage events	 Fundraising Set targets and record funds raised
 Groups Create and delete roles and mailing lists	 Members View members	 Messages Send emails to members	 News Create and edit news articles
 Polls Create, edit, and view poll results	 Products Create products and put them on sale	 Resources Provide downloadable resources	 Sales Reports View membership, products and ticket sales
 Signups Create and manage signups	 Surveys Create surveys and view responses	 Tickets Create and manage tickets for events	 Website pages Add and edit website pages
 Elections			



Be mindful that:

Ticket Types- you can only set up Members/Students/General. If you need more, get in touch with your staff contact.

Sales Limit- the maximum number of tickets to be sold.

Per Person Limit- the maximum number of tickets 1 person can purchase.

Ticket Types:

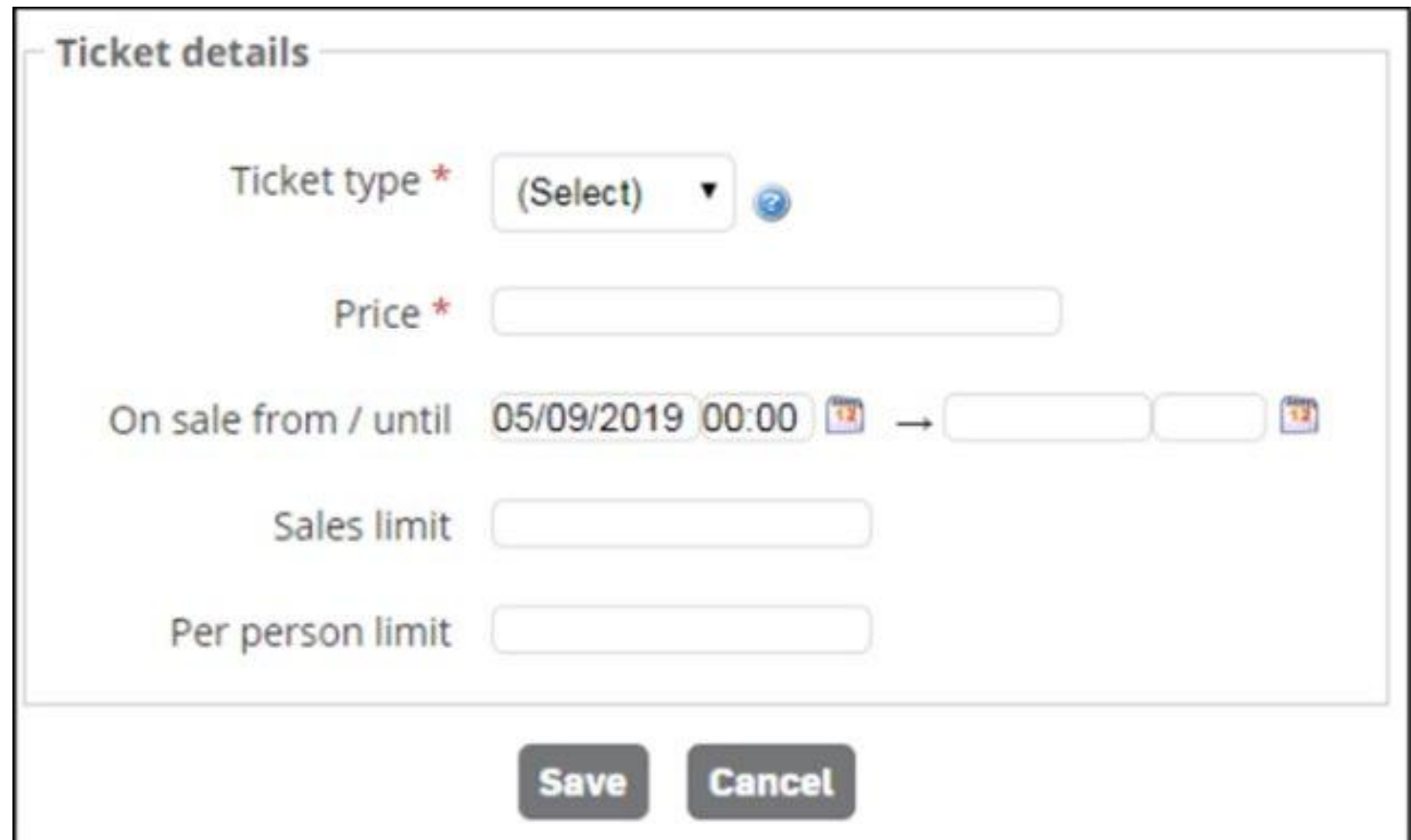
Members- only society/club members.

Students- any Cardiff University student/

General- open to public/ no restrictions in place.

Collecting Income

Select 'Add New Event' and complete the form.



The screenshot shows a web form titled "Ticket details" with the following fields and controls:

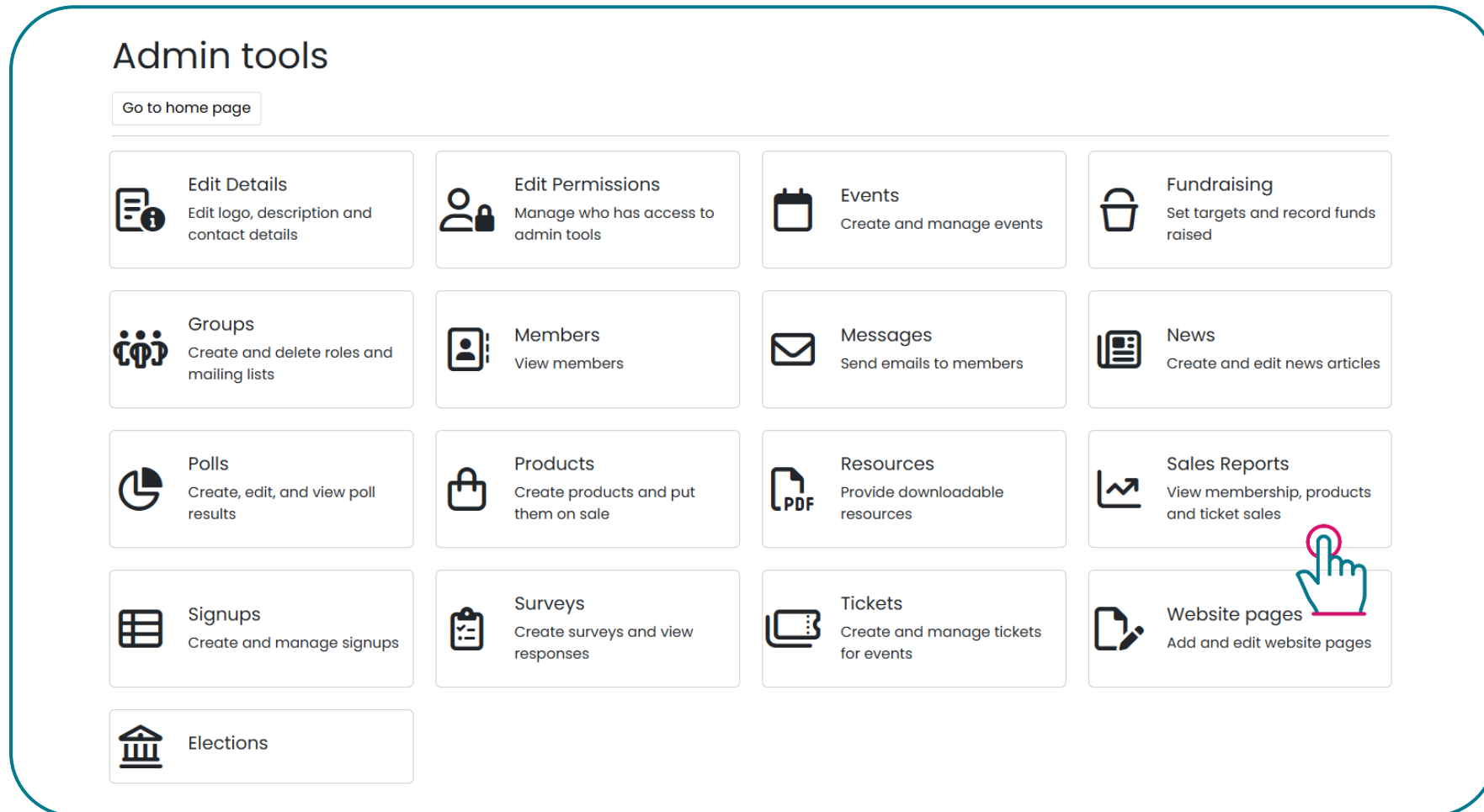
- Ticket type ***: A dropdown menu currently showing "(Select)" with a blue question mark icon to its right.
- Price ***: A text input field.
- On sale from / until**: A date and time selector. The first part shows "05/09/2019 00:00" with a calendar icon, followed by a right-pointing arrow, and then two empty input boxes for the end date and time, also with a calendar icon.
- Sales limit**: A text input field.
- Per person limit**: A text input field.
- Buttons**: At the bottom right, there are two buttons: "Save" and "Cancel".

Collecting Income

You can monitor your ticket sales in the 'Sales Reports' function on Admin Tools.

Sales Report= all sales between a set period.

Purchasers' Report= will provide details of every individual who has purchased something within a set period.



Don't forget to...



Budget plan! Always aim to breakeven and never a loss. You can use your own template.



Make sure all expenses are covered by ticket sales.



Ask for everything you could need from the venue's team! If it's not requested, it may not be available.



Be realistic with your expectations.



Do not advertise the event until it is approved by the Students' Union.



Time management and **communication** are key to a successful event!

Any Questions?

You will find all of this information in the Committee Handbook, and on Committee Resources

Email Societies@cardiff.ac.uk or AthleticUnion@cardiff.ac.uk for more information.

Don't forget to scan the QR code to register your attendance!