**Society Event Proposal Form**

Please complete this form if you are planning or leading a society event which you will require the Students’ Union’s support, space, or resources for. Please use as much detail as possible so we can help make your event a success and contact all the relevant departments on your behalf. Please send this form completed along with a Risk Assessment for the event to [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk). **Your event will only be able to go ahead if this form is approved**.

Please provide an overview of you proposed event below:

|  |  |
| --- | --- |
| **Event Title (e.g. Fundraiser, inter-society tournament, formal event, awards ceremony)** | *E.g. Gaming Society 24 Hour Challenge* |
| **Event Description** | *The Gaming Society will play Mario Kart for 24 hours non-stop while raising money for our chosen charity* |
| **Is this event off campus?** | **Yes/No** |
| **Type of Event** | *Challenge/fundraiser* |
| **Proposed By** | *John – Gaming Soc Vice President* |
| **Expected number of attendees** | *50 people* |
| **Hosted By** | *Gaming Society* |
| **Target Group(s)** | *The society membership will be involved, other societies/students are also encouraged to join in* |
| **Proposed Event Date(s)** | *1/10/21-2/10/21* |
| **Location** | *SU meeting room* |
| **Requirements From SU** | *Room booking, access to storage, additional screen, add the event on the website, advertise on social media, we will use our society account to pay* |
| **Other Requirements** | *Security, permission for an overnight event* |
| **Estimated Expenditure** | *Cost of security, food, extra equipment, venue hire* |
| **Estimated Income** | *£5 per player and charitable donations* |

If the event or activity you are proposing is **off campus** and is not your regular society meeting – please complete the below section:

|  |  |
| --- | --- |
| **How do you plan to travel to your activity?** |  |
| **How many members will be taking part?** |  |
| **Do you require any further support from the SU?** |  |

Please provide specific information about the equipment/resources you require for your event:

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment/resource** | **Quantity** | **Provided By** | **Cost** |
| *Extra screens* | *5* | *??* | *??* |
| *Room* | *We need space for 25 people* | *SU* | *0* |
| *Chairs and desks* | *Enough for 25 people* |  |  |
|  |  |  |  |

Please provide an overview of the steps you will take to prepare the event and the timings of the event itself (this does not need to be confirmed yet):

|  |  |
| --- | --- |
| **Timeline of Preparation** | * *Start planning 2 months in advance and book a room* * *Start advertising at the end of august via social media* * *Complete and submit Risk Assessment Etc.* |

|  |  |
| --- | --- |
| **Timeline of Event** | *Friday morning – arrive, touch base with SU and set up*  *Friday Afternoon – begin gaming*  *Ensure breaks are taken every hour and devices are swapped with other members…* |

|  |  |
| --- | --- |
| **Additional Information** |  |

**Please provide the contact details of the event organiser(s):**

**Signed by Event Organiser:**

**Approved by:**

**Name:**

**Date:**