**Event Planning Form and Facility Request**

**Club Name:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Phone number** | **Email** |
| **Event/Tour Coordinator** |  |  |  |
| **President** |  |  |  |
| **Other** |  |  |  |

**Event Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Event (circle)** | **Union Event** | | **Theatre** | | **Ball** | **Trip/Tour** | | | | **Forum/Conference/Summit** | | | **Other** | |
| **Title of Event** |  | | | | | | | | | | | | | |
| **Description of event (inc. What it entails, who it’s targeting, what you hope to achieve)** |  | | | | | | | | | | | | | |
| **Date of event (DD/MM/YYYY)** |  | | | | | | | | | | | | | |
| **Time**  **(INCLUDING set up and take down)** | Start Time: | | |  | | | | | End Time: | | |  | | |
| **Proposed Venue/Destination** |  | | | | | | | | | | | | | |
| **Total proposed number of attendees** |  | | | | | | | | | | | | | |
| **Number of University users** |  | **Number of spectators** | | | | |  | | | | **Number of non-University users** | | |  |
| **Last year’s attendance and budget (if known)** |  | | | | | | | | | | | | | |
| **Name of first aider (if attending)** |  | | | | | | | | | | | | | |
| **Sponsorship**  **(Please give details)** |  | | | | | | | | | | | | | |
| **Other external agencies (ie. Entertainment, sales & services)** |  | | | | | | | | | | | | | |
| **Are you donating surplus to charity?** | Yes | | | | | | | No | | | | | | |

Important:

If you circled “yes” above, please ensure that you complete an online CHARITY COLLECTION FORM & follow the guidelines

Do not confirm any bookings or make any financial commitments until you have had the event confirmed. You may personally end up liable for the costs if the event is not authorised.

Please attach any relevant documents such as provisional booking agreements, sponsorship confirmations, or tour/travel itineraries.

**Facilities (Only fill in if Warwick Sport facilities are required)**

|  |  |
| --- | --- |
| **Facility requirements (which facilities and for how long)** |  |
| **Equipment requirements (basic outline of equipment, eg. Rackets/balls, furniture, flipchart etc.)** |  |
| **Activities taking place (football/netball/volleyball etc.)** |  |
| **Catering requirements (are you looking to have food at your event?)** |  |
| **Special disability requirements** |  |

Additional Notes:

|  |
| --- |
|  |