

EVENT FEASIBILITY FORM



Club / Society:			
Event Organiser Name:			
Organiser Email:		Organiser Phone:	
Proposed Date:		Proposed Venue:	
Estimated Attendance:		Would you be expecting non-student attendees?:	
Explain your event to us: (give as much detail as possible)			
Theme & Decoration info:			
Music / Performers / DJs: (including names & contact details)			
Staging / Tech Equipment: (please indicate whether you already have this equipment or if it will need to be hired)			
Ticket Selling:	Online / Paper / Both	Ticket Price:	£

FOR ACTIVITIES DEPT USE

Date confirmed with venue?:		FR Account balance:	
Tickets set up online?:		Risk Ass signed off?:	
Extra Info:			

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Planning Checklist:

- Check venue availability and capacity.
- Check opening / closing times.
- Check conditions of the venues licence (can include limitations on who can be admitted & what can happen).
- Check hire costs - do these include staff/security costs? Do you need to pay a deposit?
- Have you arranged for entertainment (performers, DJs, etc) during your event?
- Have you given the details of the entertainment to the Venue Manager?
- Have you budgeted your event?
- Remember: all money must be paid into the Club / Society account.**
- Have you made sure VAT is added where appropriate?
- Arrange how your tickets will be sold.
- Arrange your publicity well in advance of the event - never leave it until that week!
- Speak to the Venue Manager about health & safety - you may need to risk assess your event specifically.
- DO NOT** sign contracts without confirming it is ok with the Union
- Have you made a plan for promoting your event?
- Have you arranged to set up for the event?
- Have you arranged who is doing what during the event?

During the Event:

- Listen to the Venue Manager and follow their instructions - they know their venue best, and ultimately they are in control of the venue and event.
- As the Event Planner you need to stay in control during the night - **STAY SOBER**. Anyone helping you as an organiser will also need to stay sober.
- DO NOT** go places that are not public access. If you need access to any non-public areas then this must be confirmed with the Venue Manager beforehand.