Event Proposal procedure for Club and Society events

- Committee/members come up with idea and initial plan of event, fill in Event Proposal Form (EPF). If planning to use Sparrows or Bar Latitude they are advised to check if a date is free with the venue manager, but this is not considered a booking.

EPF covers: name of event, dates, times, contact details, expected numbers, ticket costs, event plan, costs & income, location, equipment, food & drink, 'any other relevant information'.

EPF submitted to sportsandsocs@gre.ac.uk and (if relevant) sparrowsbar@gre.ac.uk and barlatitude@gre.ac.uk

- sportsandsocs@gre.ac.uk: Student Activities Coordinator, Activities & Volunteering Support Worker, VP Student Activities, Student Activities Assistant.
- sparrowsbar@gre.ac.uk: Commercial Services Manager, Sparrows Manager.
- barlatitude@gre.ac.uk: Commercial Services Manager, Bar Latitude Manager.

- Activities staff will review the EPF and collate feedback (usually SAC will lead on reviewing and flag anything to VPSA/CSM/other staff as appropriate)
- VPSA has received form as part of sportsandsocs@gre.ac.uk and will review and feedback any issues or concerns
- Commercial Services staff will review the EPF if requesting use of a Union venue and will feed back any problems/concerns/suggestions to improve the event, and unless the event is not possible will put together a costs sheet

All feedback will be collated and sent to the group by an Activities staff member or VPSA. Below is a simplified decision tree showing how we decide if permission is granted.

Is the event possible? (e.g. not illegal!)

NO → **Not approved** - the event organiser is informed that it is not possible for us to approve the event, and an explanation of why not is given. Suggestions are given to overcome the issue wherever possible.

YES ↓

Is the event keeping in spirit with the SU's policies and procedures?

NO → **Not approved** – any concerns around the aspect of the event that it cannot be certain complies with SU policies and procedures are referred to VPSA, for their interpretation and to refer on to Exec/other committee as appropriate. This includes any concerns around publicity. The event organiser is informed that this has been passed to VPSA and VPSA will be in touch when they have an answer.

YES ↓

Does the group have enough funds available in their generated account to cover the venue hire cost?

NO → **Not approved** - VPSA is consulted for a decision on whether they are happy to approve the event even though funds are not already available – will take into consideration projected ticket sales, current account balances, event plan and any other relevant factors
Event organise is informed that they do not have the funds available so VPSA will be in touch to approve event or suggest changes.

YES ↓

Does the event involve use of an external venue or University room?

YES → **Provisionally approved** - the event organiser informed that we can provisionally grant approval – the VPSA is consulted for permission for use of an external venue and their decision communicated and explained to the event organiser
If relevant, the process to book a University room is started and the room booking confirmation or denial is communicated to the event organiser.

NO ↓

Event approved or **provisionally approved** (if an relatively significant aspect needs to be altered) - the event organiser is informed that the event is given either approval or provisional approval to go ahead, and sent any feedback, suggestions or further questions that have been collated.
For use of Union venues, the venue hire cost and minimum bar spend are given, and the system of how that works is explained. The group is advised to meet with the relevant venue manager to talk over any further details (e.g. equipment usage).
Where there is any concern that publicity may be at risk of contravening Union policies or procedures then the Union staff and officers will take all reasonable steps to ensure that all publicity material complies with the event as approved, with regards to the Events Proposal Form and any agreed amends.
If there are material changes to the event – e.g. a change of guest speaker, change of theme, change of venue, change of date, difference in attendees' status or numbers – then the event must be reapproved through the event proposal system, and continued approval is not guaranteed.