**Event Planning Form and Facility Request**

**Club/Society Name:**

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

**Event Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Event (circle)** | **Sports Event** | **Conference/Summit** | **General event**  | **Ball** | **Trip/Tour** | **Other** |
| **Title of Event**  |    |
| **Description of event (e.g. what it entails, who it’s targeting, aims)** |   |
| **Date of event (DD/MM/YYYY)** |   |
| **Time****(INCLUDING set up and take down)** |  Set Up Time: | Start Time:  | End Time:  | Take Down Time:  |
| **Proposed Venue/Destination** |    |
| **Total proposed number of attendees** |  |
| **Number of people expected** | **Members** |    | **Non-members** |    |
| **Last year’s attendance and budget (if known)** |   |
| **Name of first aider (if attending)** |   |
| **Other external agencies (ie. Entertainment, sales & services)** |    |
| **Are you donating surplus to charity? If so, all costs must be covered by tickets first** | Yes | No |

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, and may not be reimbursed.

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

**Payment Schedule:**

Use this to how work out your timelines/ payment dates for your event, work backwards from your payment deadlines to see when the rest of the steps need to take place to ensure your event goes ahead as smoothly as possible.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/person to be paid**  | **Due date of payment**  | **Date money request needs to be submitted and approved by President/Treasurer (10 days before due date at the latest)** | **Date all tickets need to be sold by to ensure money is in account (This must be done before a money request can be submitted)**  | **Date tickets want going on sale (event pack needs to be approved before ticketing form can be submitted)**  |
| EXAMPLE – Venue |  01/03/2025 | 19/02/2025This is a final deadline to allow 10 days for payment to be made and reach the account/company | 14/02/2025We cannot approve payments for an event, if tickets have not been sold  | This can depend how long you want your tickets on sale for/people to purchase |
|   |   |  |   |   |
|   |   |  |   |   |
|   |   |  |   |   |

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

|  |  |
| --- | --- |
| **Facility requirements (Please outline a floor plan for the facility use, including notes on how event participants will access the facility)** |    |
| **Facility set-up requirements (how do you want the facility set up for your event)** |  |
| **Equipment requirements** (Please tick the equipment you would like to hire as part of the event delivery, indoor equipment is included in the venue hire quote).**If an item is not listed below it is not available to hire from Warwick Sport.** **Please note the equipment below is ONLY available for events taking place within the sports hub.**Arena Scoring System [ ] Badminton Net [ ]  (How many) Basketball Hoops [ ] Benches [ ] Chairs [ ]  (How many)Diving Blocks [ ]  (How many)Combat Mats [ ]  (How many)Scoring Flip Chart [ ]  (How many)Trampolines [ ]  (How many)Tables [ ]  (How many)Table Tennis Table [ ]  (How many)Volleyball Net [ ]    |
| **If your event requires equipment moving outside of the sports hub, the club is responsible for arranging the van hire through Warwick Estates** **Estates.Servicedesk@warwick.ac.uk** **to be quoted for van support.****If you are moving equipment outside of the hub, please advise the date and time you would like to arrange the equipment collection and return.****Collection****DATE****TIME****Return****DATE****TIME** |
| **Special disability requirements** |    |

Additional Notes:

|  |
| --- |
|  |