# 

**Society Executive Handover Pack**

**2025-2026**

**(INSERT SOCIETY NAME HERE)**

IF YOU HAVE NOT RECIEVED A HANDOVER FROM THE PREVIOUS EXEC, PLEASE REQUEST THIS AS IT IS VITAL IN RUNNING YOUR SOCIETY

**Deadline for Submission: Week 2 Term 3 (Friday 2nd May)**

*(All forms should be saved as a word document and submitted electronically as a single document to* [studentactivities@warwicksu.com](mailto:studentactivities@Warwicksu.com)*)*

**CONFIRMATION SHEET**

Please mark each of the sections in the below table as COMPLETE

|  |  |
| --- | --- |
| **Document** | **Incoming President** |
| Exec Sheet |  |
| Proof of Election/ Society Fairs application |  |
| Memorandum of Understanding |  |
| Society Constitution |  |
| Inventory (if applicable) |  |
| Annual Risk Assessment |  |
| Grant application |  |
| Exec Quizzes and Risk assessment training |  |
| Event Deadlines confirmed |  |

Please sign off and date the declaration below to confirm that you are submitting this documentation on behalf of your Society:

**Incoming President**

Society Name:

Full Name:

Date:

**NEW EXEC POSITIONS**

**Please note core roles will be automatically visible on your society page by members.**

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| --- | --- | --- | --- | --- | --- |
| **Society** |  | **Effective From (Date)** |  | **Academic Year** |  |

**PLEASE NOTE: Society memberships will reset on 1st September each year. You will need to rebuy membership on or after this date, not before.**

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| **Mandatory Positions** | **Name** | **Email Address (Use your Warwick University email. Please note this is the contact email that will be used for all communication and should be monitored regularly).** | **Mobile Tel No** | **Student No** |
| President  (Please note it is the Presidents responsibility to add on all other Execs, once the SU has given the President permissions, and in Term 1 once memberships have reset). |  |  |  |  |
| Treasurer |  |  |  |  |
| Welfare Officer |  |  |  |  |
| **Recommended Positions** | **Name** | **Email Address** | **Mobile Tel No** | **Student No** |
| Secretary |  |  |  |  |
| Safety |  |  |  |  |
| Equal Op’s |  |  |  |  |
| Environmental Officer |  |  |  |  |
| First Aider |  |  |  |  |
| Trips/Tours Officer |  |  |  |  |
| Ball & Socials Officer |  |  |  |  |

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**DETAILS AND PROOF OF ELECTION**

Please send all required proof of elections in a separate document alongside this handover pack to [studentactivities@warwicksu.com](mailto:studentactivities@warwicksu.com). For advice on running elections/example materials to help you minute or evidence your elections, visit **warwicksu.com > Societies and Sports Clubs > Exec Resources > Administration > Society Elections**

|  |  |
| --- | --- |
| **Date of last Annual General Meeting (AGM)** |  |
| **Date(s) of Elections**  Please include dates of:   * Announcement to society members of voting deadline (required week’s notice) * Nomination window (required to be at least a week long) * Voting period |  |
| **Name and contact details of Returning Officer** |  |
| **How were your elections held?** (please select one box) | ​​☐​ In-person elections  ​​☐​ Online (through SU Website)       *If you held your elections via this method we*  *do not require you to submit proof of*  *election.*  ​​☐​ Online (externally) |
| **If you held your elections online, but externally to the SU, please collect and submit the following as proof of election:**   * The format / site used for election (e.g. Google Forms etc.) and a brief outline of the process used to nominate candidates and collect votes   Please include a timeline (see above for dates to include)   * List of positions up for election & successful candidates * \*If in a teams call or equivalent, either a recording and/or minutes of the meeting. * Please include the number of votes cast for each candidate in the minutes. | **If you held your elections in person, please collect and submit the following as proof of election:**   * The format used for election (e.g. paper ballots etc.) and a brief outline of the process used to nominate candidates and collect votes   Please include a timeline (see above for dates to include)   * List of positions up for election & successful candidates * Minutes of the meeting. Please include the number of votes cast for each candidate in the minutes. * \*If the meeting was hybrid, can include a recording of the meeting. |

This is a statement to testify that the elections for \_\_\_\_\_\_\_SOCIETY NAME\_\_\_\_\_\_\_\_\_\_\_ on the date of \_\_\_\_\_\_\_\_ were held fairly, in line with Warwick SU’s regulations.

President’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_           Returning Officer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
   
President’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_           Returning Officer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Socs Fair application:**

I can confirm that our Society \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_would/would not like to have a table at the Societies Fairs in September for the academic year of 2025-26 (Please delete as appropriate).

Will you need an accessible route (e.g. wheelchair access) to your table? YES/NO (please delete as appropriate). If YES please give details here. If no details are given we will not make any adjustments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note this does not include having access to an electrical point. We cannot provide sockets for this event, anything needed should be battery run.

**Society Category:**

If you wish to change your Society category you can request to do this now. Please note this cannot be consistently changed and it is not possible to do this at a later date. You can find your Society category on the SU website. You can email [studentactivities@warwicksu.com](mailto:studentactivities@warwicksu.com) to request to change this. Please note this needs to be done before the handover pack deadline.

# MEMORANDUM OF UNDERSTANDING

**WARWICK STUDENTS’ UNION & SOCIETIES**

**01 April 2025**

This agreement is between the Students’ Union and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, referred to in this document as the Society.

The Society and Warwick Students’ Union agree to the following principles. The objective is to produce a student run society, which is financially solvent, legally compliant, and provides development opportunities for members of the Society. The content of this memorandum is to be reviewed and agreed each year by the President of the Society and the Societies Officer and Democracy & Development Officer of the Students’ Union.

**The Society has ownership of and responsibility for its activities and associated risks, and responsibility for the financial operation, and general running of the Society.**

**The Students’ Union will support the Society in its activities.**

**1. Responsibilities of The Society**

**The Society and its executive officers will comply with the By-Laws, Regulations and requirements of the Students’ Union, including:**

**1.1** Memberships – *By-Law 5 Section 501-505*

**1.2** Members Code of Conduct – *Regulation 10*

**1.3** Data Protection, Social Media and Defamation – *Data/Social Media User Guide*

**1.4** Equality and Diversity – *By-Law 8*

**1.5** Use of Society Funds – *Financial Procedures FP12* and *Regulation 9*

**1.6** Democratic Process – *Regulation 9*

**1.7** Attendance at Exec Training – *By-Law 5 Section 510*

**1.8** Responsible Behaviour – *Anti-Social Behaviour and “Adoptions” Policy*

**1.9** Compliance with Team Warwick kit agreements

**1.10** Compliance with all SU Health and Safety guidance

**1.11** Appropriate recognition for and use of SU and University logos – *SU Branding Guide*

**1.12** Good housekeeping within SU venues and spaces

**All Warwick SU Bylaws and Regulations can be found on the website:**

[**www.warwicksu.com**](http://www.warwicksu.com) **> How the SU works > Governance**

**2. SU Support for The Society**

**The Students’ Union will support the Society in its activities and organisation, including:**

**2.1** Recognise and promote the Society and its memberships

**2.2** Provide information, training and guidance

**2.3** Provide a Finance service, processing payments and giving relevant and timely information

**2.4** Source suitable insurance for equipment and activities

**2.5** Review and sign specific contracts to limit the liability of the Society

**2.6** Give advice on the planning and running of specific events

**2.7** Provide a ticketing service and online ticket and merchandise facility

**2.8** Provide access to grants and budgets

**2.9** Act as arbiter for the Society when required

**2.10** Provide advocacy for the Society

**2.11** Provide online services, web presence and Society email system for communicating with members

**2.12** Provide space, subject to availability, in support of Society activity. Allocations of SU space for use on a long-term basis will be assessed annually.

**This agreement is authorised by:**

**VICE PRESIDENT FOR SOCIETIES (STUDENTS’ UNION)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRESIDENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SOCIETY CONSTITUTION**

**Date Recognised/Pending Approval (Delete and update as appropriate):** DD/MM/YYYY

If you wish to edit your current constitution this must be voted on at a General Meeting (EGM or AGM) by your members. These changes must be approved by the Societies Forum. If your constitution has changed in the last academic year but not been approved by the Forum, please email a copy of your new constitution to [societies@warwicksu.com](mailto:societoes@warwicksu.com) with all changes highlighted in red and select ‘pending approval’ on this sheet.

**1 Name**

* 1. The name of the society shall be Warwick Students’ Union NAME OF SOCIETY

**2 Aims and Objectives**

2.1 The Society shall have written statement of aims and objectives providing a clear understanding of the society. This shall be subject to review annually by the SOCIETY NAME Executive Committee

2.2 The society aims and objectives shall be:

2.2.1 Aims of Society 1

2.2.2 Aims of Society 2

2.2.3 Objectives of Society 1

2.2.4 Objectives of Society 2

2.3 The Society, its Executives, its funds and all its activities shall be subject to the provisions of the By-Laws, Regulations and Policy of the University of Warwick Students’ Union.

2.4 The Society shall be subject to a disciplinary code as laid down and administered by the Students’ Union.

2.5 Any alterations to the Society Constitution must be ratified by the Societies Forum. A provisional copy must be sent to the Vice President for Societies for approval before the new constitution may take effect.

2.6 If the Society has issues arising not mentioned in a personalised Constitution, then this document will become the default. Any issues may be dealt with by contacting your Societies Coordinator.

**3 Memberships**

3.1 Memberships of the Society shall be open to all full, associate and honorary members of the Students’ Union upon payment of the required Societies Federation subscription.

3.2 Memberships of the Society are to be renewed in the September of every academic year.

3.3 Only standard members of the society shall be entitled to vote in elections, provided they have joined the society and paid the appropriate subscription fee no less than three days before the election takes place.

3.4 The following shall not be entitled to hold the office of an Executive position in the society:

3.4.a An Associate or Honorary member of the Students’ Union or Societies Federation

3.4.b Any person who has received payment for the provision of services to the society (not including reimbursement of personal expenditure on behalf of the society)

3.5 The Society must have a minimum of 30 members by the sixth week of term one. If the minimum membership is not met, a meeting with the Society and their Societies Coordinator will be scheduled to discuss the future of the Society.

**4 Executive Committee**

4.1 The Society’s Executive Committee shall be made up of at least three Core Roles who shall be the President/Chair, the Welfare Officer and the Treasurer.

4.2 The Executive Committee must also ensure that they include an officer responsible for each of Core Responsibilities. These responsibilities may be put under the remit of other committee members’ roles, unlike the Core Officers, and do not need to be separate officers. However, they must be specified in the Constitution. The Core Responsibilities are as follows:

4.2.a Equality and Diversity

4.2.b Safety

4.2.c Secretary

4.3 The Executive Committee shall be responsible for the day to day running of the society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive Committee shall further be responsible for:

4.3.a Organising the activities of the Society in such a way as to include the greatest possible number of Society members

4.3.b Managing the expenditure of the Society’s funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society whilst adhering to the SU’s financial regulations

4.3.c Formulating and submitting an annual bid for funds from Student Activities prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained in the bid

4.3.d Formulating and submitting any additional bids for funds from the SU Societies Forum or groups within the Students’ Union

4.3.e Assisting any review of the Society’s activities and use of funds carried out by a standing committee or group of the Students’ Union that has granted funds to the Society

4.3.f Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities

4.3.g Ensuring that all society activity abides by the By-laws, regulations and policy of Warwick SU.

4.3.h Executive Committee members must attend assigned training to ensure they are equipped to organise the Society.

4.4 **Core officers**

4.4.1 The Core Officer Duties shall include:

4.4.1.a To attend the Society’s Annual General Meeting

4.4.1.b To attend Societies Council and complete mandatory training sessions/courses

The core officers shall be:

4.4.2 **President/Chair/Club Captain**

4.4.2.a The President/Chair/Captain should organise and oversee the running of The Society

4.4.2.b The President/Chair/Captain should chair committee meetings

4.4.3 **Treasurer**

4.4.3.a The Treasurer should be responsible for the finances of the Society

4.4.3.b The Treasurer should maintain an up-to-date record of their group account in addition to the record kept by the SU finance office

4.4.3.c All funds should be held and processed through the groups Students’ Union bank account. No money should be held in personal bank accounts

4.4.3.d The Treasurer should submit grant funding applications

4.4.4 **Welfare Officer**

4.4.4.a The Welfare Officer should be responsible for signposting Society members to the University’s and SU’s support services when a welfare issue arises

4.4.4.b The Welfare Officer should make it known among Society members that they can come to them for initial support, however, should expect that support will take the form of signposting and not advice

4.4 **Additional Officers**

**<The sample additional officers section is an example. Societies may add or remove as many additional officers as required>**

4.4.1 **Events Officer**

4.4.1.a The Events Officer should

4.4.1.b The Events Officer should

**5 Meetings**

5.1 The Executive must meet at least three times per term to ensure the Society is operated to a high standard.

5.2 The Society Executive shall call at least one General Meeting per year for the purposes of discussing plans and activities for the coming year. This must be held by Week 10, Term 2. This GM may also be used to hold Society Officer elections.

5.3 The Society Executive shall give at least seven days’ notice of any General Meeting to all members via Society email and such notice shall include details of any elections to be held

5.4 The Executive shall call further meetings either at its own initiative or at the request of 10% of the membership or the request of the Vice President for Societies.

**6 Elections**

6.1 Elections shall be held online or at a quorate general meeting in line with the SU rules and regulations.

6.2 Votes will be counted a First Past The Post/Single Transferrable Vote electoral system.

6.3 Any amendments to the constitution must be made by the end of term 3.

6.4 The renewed Constitution, with up to date signatures, must be sent to the Societies Coordinator before the end of term 3.

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| --- | --- | --- |
| Position | Name | Signature |
| President (Incoming) |  |  |
| President (Outgoing) |  |  |

**SOCIETY EQUIPMENT INVENTORY**

Include all the equipment owned by the Society in this inventory that is above £500. These details will be forwarded onto our insurance company so any items not listed below will not be insured, or mark as N/A if there is no inventory. Please note there may be exceptions to what can be insured. You will be informed if there are certain items which cannot be insured.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Item*** | ***Storage Location*** | ***Quantity*** | ***Condition*** | ***Date Purchased*** | ***Owned By*** | ***Approx. Value*** | ***Notes*** |
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**SOCIETY ANNUAL RISK ASSESSMENT**

**Risk assessment training must be completed by 2 members of the committee before you finish this risk assessment. See link here: https://moodle.warwick.ac.uk/course/view.php?id=37594**

**Please send in a copy of the certificates you receive upon completion of the training along with the handover pack.**

If you are planning any outreach work duringyour time as an Exec (e.g. volunteering in schools or the local community, working with external partners, etc.) you must contact [studentactivities@warwicksu.com](mailto:studentactivities@warwicksu.com) and consider this in your risk assessment below. Please see some examples below for your risk assessment and add/amend as appropriate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of Risk Assessment | Society Handover Pack risk assessment | | | Date of assessment | |  |
|  |  |  | |  | |  |
|  |  | | | Date review due | | This should be at most 12 months on from assessment date. |
|  |  |  | |  | |  |
| Description of Activity | Annual risk assessment. This includes all generic activity for the Society, including that which does not require an event planning pack for such as small socials/get togethers or events off campus that are not using Society funds. Please note the below are guidelines. You should assess any additional risks in your Society activities. | | | | | |
|  |  | |  | |  | |
| Assessment carried out by |  | |  | | | |
|  |  | |  | | | |

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| **Additional information** | **Any legislative requirements that are applicable to the activity being assessed should be included here:** |

Guidance and useful information regarding risk assessment can be found at [HSE](http://www.hse.gov.uk/guidance/index.htm) Advice and [Uni RA advice](https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/) , with a short online course available here for staff and students [Uni Moodle course](https://moodle.warwick.ac.uk/enrol/index.php?id=37594).

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| [**Hazards**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/hazidentification/) | [**Who may be at Risk and how they may be harmed**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/peopleatrisk/) | **What existing** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **are currently in place** | **What additional** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **are required?** | **What action is required by whom & by when?** |
| You should list the hazards here | You should list who will be at risk here, and how they might be harmed. | You should list current control measures here that are used to bring down the risk level. | Additional measures to bring the risk level down to an acceptable level should be listed here. | Actions required to control and manage the hazards should be listed here, along with a date to have it completed/put into place by. |
| **Slips and falls/trip hazards** | Students may be injured if they trip over objects or slip on spillages |  |  |  |
| **Manual handling (equipment use, transporting goods etc.)** | Students risk injuries or back pain from handling heavy/bulky objects |  |  |  |
| **Food poisoning/allergies/dietary requirements** | Risk of allergic reaction or food poisoning of anyone in attendance |  |  |  |
| **First aid requirements/medical conditions within the Society/at events** | Anyone in attendance risks needing medical assistance |  |  |  |
| **Use of electrical equipment** | Risk of electrocution from a power supply, or burns from electrical equipment if not looked after/ maintained properly |  |  |  |
| **Stress/students welfare** | All students could be affected by factors such as  bullying, not knowing their  role etc |  |  |  |
| **Fire** | Anybody attending the event – injuries due to fire/ risk of smoke inhalation/ burns |  |  |  |
| **Events in enclosed spaces/accessibility** | Overcrowding/People may not feel included and may not be able to access certain events etc |  |  |  |
| **Alcohol at events/consumption of alcohol** | Anyone consuming alcohol at these events |  |  |  |
| **Disruptive behaviour** | Anyone in attendance who is affected by any inappropriate behaviour/may get harmed or offended |  |  |  |
| **Transport to/from events** | Attendees of events may be at risk of traffic accidents/cars |  |  |  |

**Newly assessed activity should not take place until this assessment is completed, and all required control measures are in place**

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| **Additional Comments from Risk Assessor** | |  | | |
|  | |  |  |  |
| Approved By |  |  | Position | President |
| Date |  |  |  |  |

Risk Assessments should be reviewed at least annually, anytime significant changes occur with the activity, or when changes occur with the key people involved in the activity.

Risk Assessments are a living document and should be updated whenever any additional control measures are completed, and these are added into the current control measures. Particular note should be taken if activity involves young or elderly people; different control measures may be required as outlined in the guidance links from HSE and from the University ([HSE Advice](http://www.hse.gov.uk/guidance/index.htm), [Uni RA advice](https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/), [Uni Moodle course](https://moodle.warwick.ac.uk/enrol/index.php?id=37594)).

**Grant application**

The SU provides grants to Societies from the money collected through Societies Federation memberships, with the aim of helping Societies improve the experience of their Members by:

* Investing in equipment (not consumables)
* Expanding the range of the Society’s activities (by doing new things rather than increasing the scale of existing activities)
* Promoting the Society to potential new Members (with materials, such as banner stands)
* Changing the Society’s operational model to enable it to be more sustainable (a one-off reorganisation to become financially independent)

Please complete the below, any successful funding will be awarded in week 3-4 in Term 1 of the next academic year: (**Take the time to look on the SU website to check what can and cannot be awarded**. Please note: any Society that does not submit a grant application by the handover pack deadline, will not receive any funding for the 2025-2026 academic year.) [Grants (warwicksu.com)](https://www.warwicksu.com/societies-sports/exec-resources/finance/budgets/)

**If you have current Society funds, what do you plan to spend these on?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Categories (see below examples)** | **Item (provide a link if applicable)** | **Amount (in pounds, not quantity)** | **Purpose/benefit to Society** |
| EQUIPMENT |  |  |  |
| BANNERS (these can only be requested if your previous one has broken, or your Society does not have one) |  |  |  |
| COSTUMES/PROPS |  |  |  |
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**Exec Quizzes/Training**

Exec Training is compulsory. The 3 core Exec will be sent an email to your **University email address**, in May with a link to the training platform where this training needs to be completed before the end of August. Please note: If the Exec training is not completed, you will not be eligible for a table at the Societies Fair or for Society grants, and sanctions may be implemented.

All of the information you need to help run your Society can be found on the SU website here: [Exec Resources](https://www.warwicksu.com/societies-sports/exec-resources/)

Risk assessment Training (as stated with the annual risk assessment):

Risk assessment training is compulsory for 2 Execs. The training can be found here: [Course: Health and Safety - Risk Assessment training | Moodle@Warwick](https://moodle.warwick.ac.uk/course/view.php?id=37594)

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| **Name** | **Date completed** | **Sent certificate to SU (Please send this in the same email as your handover pack)** |
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**Event Deadlines** – planning for the year ahead, take note of SU deadlines for your events! Please read and sign to the agreed deadlines below, even if you currently have no plans for these events. **Events that don't meet these deadlines will not be approved.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Event** | **Event pack deadline** | **Ticketing request** | **Payments** | **Read and agreed SIGN HERE:** |
| External speakers | Not needed if funds are not being spent, however the external speaker form needs completing at least 21 days before the event | N/A unless part of a paid event with speakers or free tickets | Please be aware online MRF’s can take a week to be processed |  |
| Ball Term 1 | Term 3 of the academic year before – we are available to be contacted over the Summer but need to know plans before Term 3 finishes. Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Complete all financial transactions at least 2 weeks before the event |  |
| Ball Term 2 | Term 1 week 8 - Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Complete all financial transactions at least 2 weeks before the event |  |
| Ball Term 3 | Term 2 week 8 - Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Complete all financial transactions at least 2 weeks before the event |  |
| General event Term 1 | Minimum of 2 weeks prior to event - Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Please be aware online MRF’s can take a week to be processed |  |
| General event Term 2 | Minimum of 2 weeks prior to event - Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Please be aware online MRF’s can take a week to be processed |  |
| General event Term 3 | Minimum of 2 weeks prior to event  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Please be aware online MRF’s can take a week to be processed |  |
| Domestic Trip Term 1 | 4 weeks prior (take holidays into account to allow packs to be processed)  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Complete all financial transactions at least 2 weeks before the event |  |
| Domestic Trip Term 2 | Term 1 - 4 weeks prior (take holidays into account to allow packs to be processed)  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Complete all financial transactions at least 2 weeks before the event |  |
| Domestic Trip Term 3 | Term 2 - 4 weeks prior (take holidays into account to allow packs to be processed)  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Complete all financial transactions at least 2 weeks before the event |  |
| International Tour Term 1 | Term 3 of the academic year before – we are available to be contacted over the Summer but need to know plans before Term 3 finishes  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Complete all financial transactions at least 2 weeks before the event |  |
| International Tour Term 2 | Term 1 – week 8  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Complete all financial transactions at least 2 weeks before the event |  |
| International Tour Term 3 | Term 2 – week 8  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing | Complete all financial transactions at least 2 weeks before the event |  |
| Ticketing | Event pack needs to be approved before tickets can go on sale.  **TICKETS CANNOT BE DONE EXTERNALLY TO THE SU**  **SOCIETIES CANNOT HAVE EXTERNAL BANK ACCOUNTS, EVERYTHING MUST GO THROUGH YOUR SU ACCOUNT** | Min. 5 working days notice for tickets, once final version financial planner has been approved  No external ticketing allowed | N/A |  |