

**Student Activity Request Form Guidance**

**Recurring Activity (Please complete Section A and B and return to the Student Engagement Manager a minimum of 1 week prior to your meeting)**

 A recurring activity will be the same activity over a number of weeks or months, on the same day/date at the same time e.g. every Thursday 4-5pm or every third Thursday of the month 4-5pm. If the activity is not every week, each date must be given on activities request form

 A recurring activity will be booked for semesters, September-December, January-May and June-August.

**If you would like to book the Loft, please state this in the ‘Proposed Venue’ box. This will be subject to availability.**

Student activities are grouped into four categories, please complete the sections relating to your activity.

**Large Event (Please complete sections A, B and C and return to the Student Engagement Manager a minimum of 4 weeks prior to the event)**

A large event will include things such as guest lectures, conferences, awards ceremonies and many larger scale events. Once submitted, a meeting will be arranged to discuss your event in more detail and an event plan will be created to ensure the event planning and execution goes well. **It is recommended that you submit the form as early as possible however under no circumstance will your event be approved later than 4 weeks before.** A large event applies if you wish to have one or more of the following:

 Costs of more than £50 (Please submit a budget proposal in addition).

 You wish to have external guest speaker(s) at the event (Please submit guest speaker request forms in addition).

 More than 60 persons in attendance.

 You intend to sell tickets to cover the cost in full or in part of the event.

 You intend to receive a donation by an organisation to cover the cost in full or in part of the event.

 You intend to involve a new sponsor in the event.

 You intend to host an event in a remote area, a hilly terrain or near open water. \*Additional Risk Assessment Required

 You intend to involve extreme sports. \*Additional Risk Assessment Required

 You intend to host a bar crawl. \*Additional Risk Assessment Required

 You intend to invite prominent members of the community/ University such as senior management, MP’s, The Mayor or Mayoress (Please note this must be done with the support of the SU).

**Small Event (Please complete sections A and B and return to the Student Engagement Manager a minimum of 2 weeks prior to the event)**

A small event will include most activity and applies if you wish to have one or more of the following:

 To book the Social Learning Zone, Chancellor’s Mall or Main Lecture Theatre (Please note that these places are available to book until 8.30pm on weekdays, 4.30pm on Fridays in term time subject to availability).

 If you wish to have transport to/ from an event. This includes minibuses, coaches and personal vehicles carrying other society members.

 There will be up to 60 persons in attendance.

 You wish to have refreshments at the event (homemade, shop brought, teas and coffees etc).

 You wish to have posters approved and printed.

 You wish to have the event promoted via the SU’s website/ social media.

 You are hosting your Annual General Meeting or an Emergency General Meeting.

 Your event will cost up to £50.

 You wish to book car parking spaces for external guests.

**Society Meet (Please complete Section A and return to the Student Engagement Manager a minimum of 48 hours prior to your meeting)**

A society meet is a simple gathering of up to 15 members in a classroom on campus. There will be no cost or profit involved nor do you need posters printing or promotion on the SU website or social media. An example would be a chat about future society plans.