**Basic Event Details**

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| **Event Name:** |
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| **Event Date:** |
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| **Event Description, including activities and event purpose:** |
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| **Event Organiser(s) with Roles and Responsibilities:** |
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| **Contact Details of Above:** |
|  |
| **Start and Finish Time (include set up and breakdown times):** |
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| **Platform for Event:** |
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| **Location of Event Broadcast:** (add room/booking information if relevant) |
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**Virtual Event Details**

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| **Platform Access for Event Organisers, Staff and Talent (Login Details, link to platform):** |
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| **Live, on-demand or both –** *Will people still have access to the event once it’s over?* |
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| **Participation Engagement –** *Are there any opportunities for participation engagement?* |
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| **Event Monitoring and Safety –** *How will comments or engagement be monitored?* |
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| **Event Accessibility:** |
| |  |  |  | | --- | --- | --- | | **Who** | **Yes/No or**  **N/A (Doesn’t apply)** | **If appropriate, what are you putting in place to make it accessible to these populations?** | | Sponsor |  |  | | Older Populations |  |  | | Public |  |  | | Suppliers |  |  | | Student Parents |  |  | | Children |  |  | | Differently Abled |  |  | | VIPs |  |  | | Mature Students |  |  | | Foresterhill |  |  | | Qatar Campus |  |  | | Minority students |  |  | | Other |  |  | |
| **Event Inclusivity:** *Visit AUSA’s Event Management Handbook if you require more information on these examples.* |
| |  |  | | --- | --- | | **Inclusivity Measures** | **What steps are being taken to make the event more inclusive?** | | Language |  | | Visual Impairments |  | | Hearing Impairments |  | | Time *(time difference for students)?* |  | | Other |  | |

**Event Set Up, Entertainment and Content**

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| **What is needed for the event to go ahead? –** *Software, equipment, presentation, music, video etc. Include information and where to find.* |
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| **Additional Information:** |
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**Publicity, Tickets and Admissions**

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| **Publicity Arrangements –** *How has event been publicised?* |
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| **Admission Arrangements -** *State how people will gain access to your event.*  *For example: Selling tickets in advance; first-come-first-served ticket sales on the door; how much capacity? Add link to platform.* |
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| **Ticket Price -** *If you’re selling tickets, how much will they cost? Include any different price categories.* |
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| **Ticket Availability -** *Who can buy tickets? Are they only for society members, or can all students or members of the public attend?* |
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| **Additional Information:** |
|  |

**Additional Event Details**

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| **Risk Assessment:** *Please give details on who completed the assessment, when it took place and where it can be found.* |
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| **Sponsorship:** |
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| **Sustainability:** *Is there a way you can encourage participates to engage sustainability?* |
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**Planning Notes**

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