

A How To Guide for

Events Activity Request Form





Introduction to Events Bookings

Student Groups are suggested to run Virtual Activity where possible and the capacity for physical event will vary on the Tier that we are in as set by the Government.

If you have any questions before requesting an event, contact
SU.StudentGroups@uwl.ac.uk

The following is to be used until further notice. If any of the processes change, we will inform you and the rest of the committee members about any changes.

The following will be used until we are out of the Tiers set by the Government and able to revert to the old events process.



So you want to run an event.



Is your Event Virtual? Fill out this:

<https://forms.gle/uoCJ3b3gVbS5WrQq9>

and wait for a Coordinator to contact you to promote this via UWLSU.com

Is your Event physical? Then fill out the Events Registration form here:

<https://www.uwlsu.com/opportunities/resources/>

You can use this guide to help you



Physical Events

This is all depending on which Tier we are in.

It can take up to 15 days for a response on your enquiry.

We must warn you, demand is high for certain spaces, Weston Hall, Lawrence Hall and Dance Studios will require a longer request time.

Dates during Freshers/Refreshers, Halloween and Varsity are not available to be booked. We will work with groups on holding the Valentines and Movember events. (only if groups request them)



How do I fill out the events form?

01

Tell us your Contact email and which group you belong too

02

Who are you? What Position do you hold in your group?

03

What is the name of your Event?

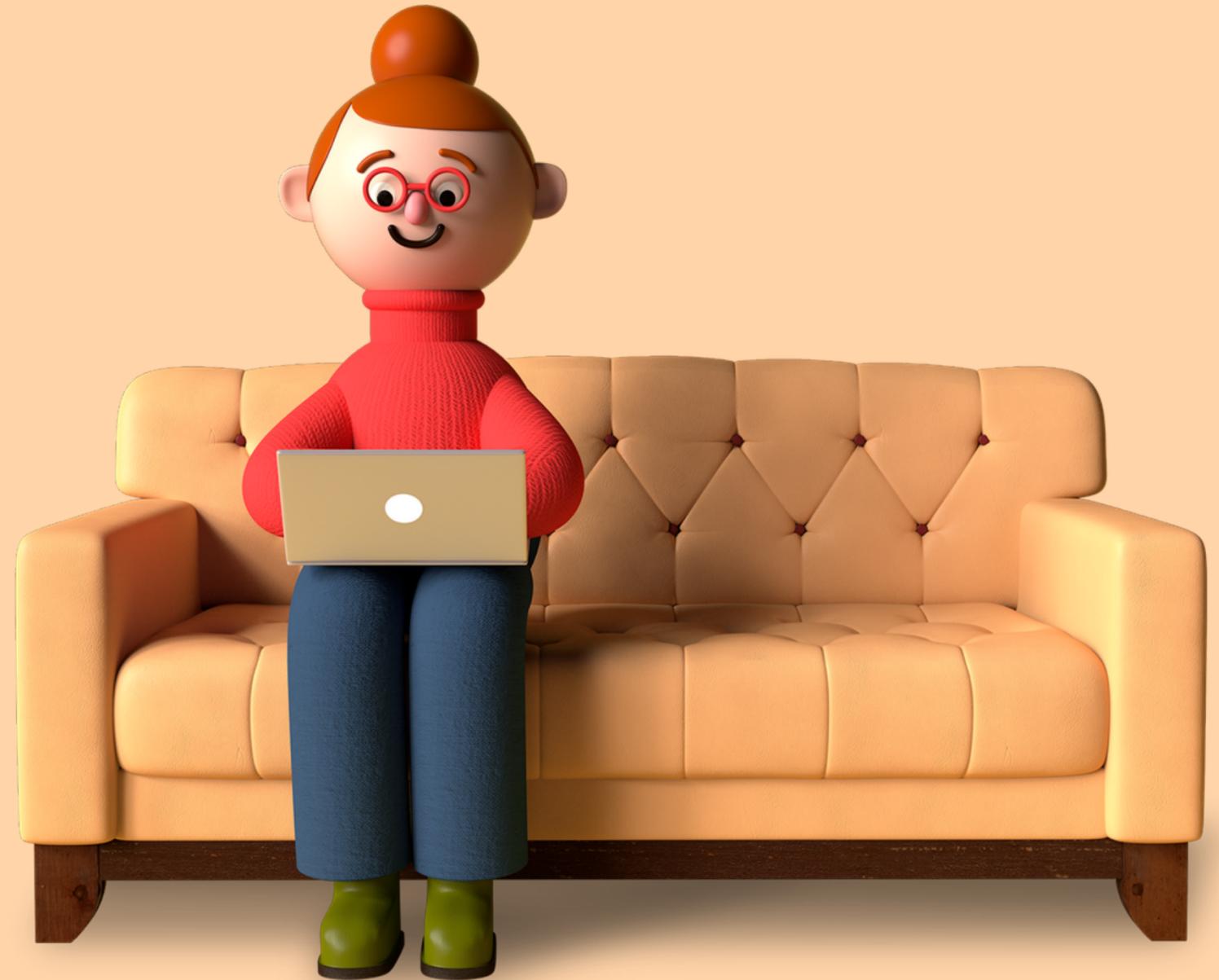


How do I fill out the events form?

04 When would you like the event to be held? Let us know your preferred date. If we are unable to do the exact date you request, we will work with you for an alternate date.

05 Is this a one of event? Or are you planning on hosting it weekly/monthly?

06 Is this event Indoors or Outdoors?

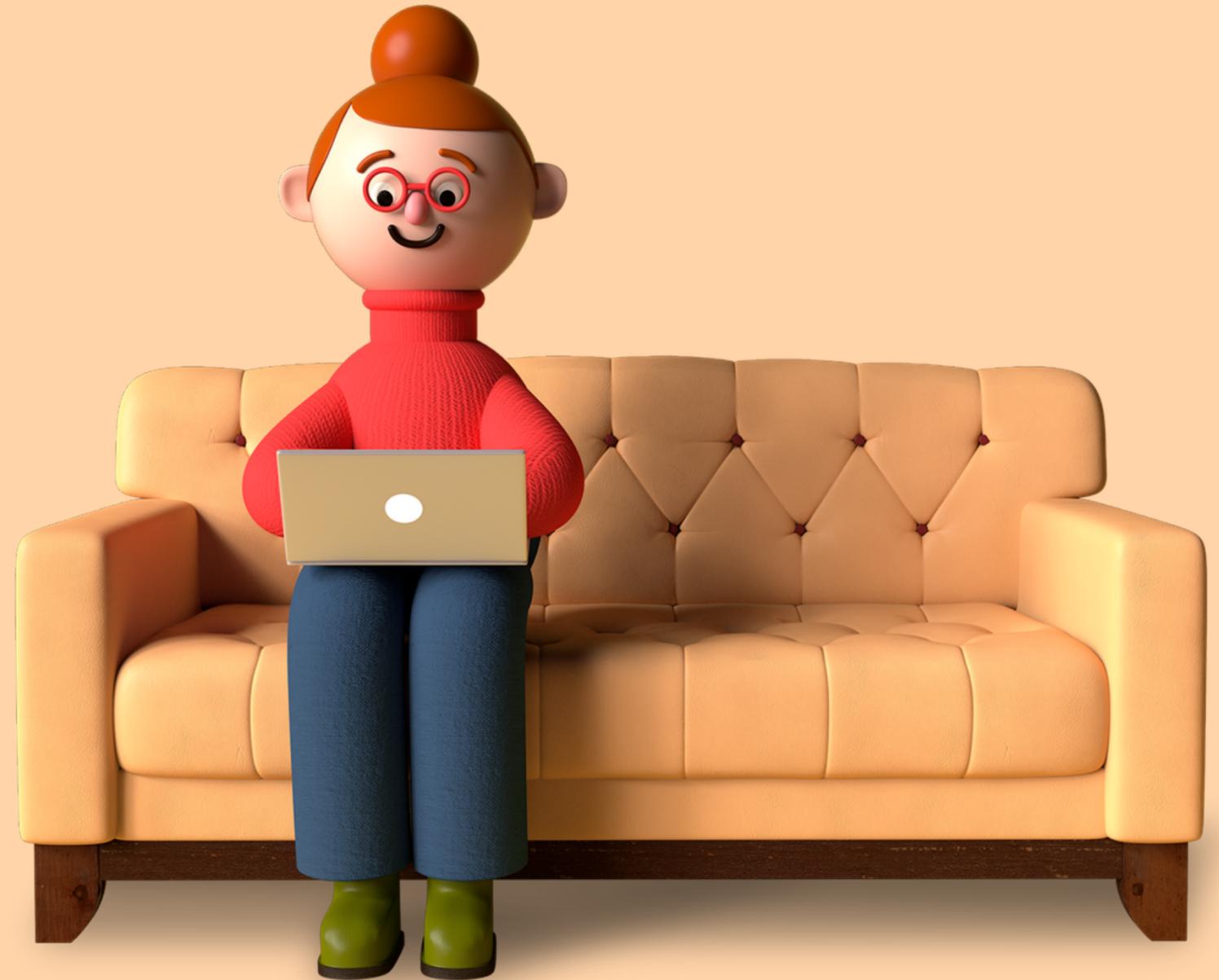


How do I fill out the events form?

07 Tell us about the venue, do you need a classroom (if so what one) or are you hosting this at an external venue?

08 Have you already confirmed the Venue? If not we will work with you to secure the venue.

09 Tell us about the event. What is it?
What are you wanting to do?
(Please note we will not be approving social that have focus on drinking alcohol)



How do I fill out the events form?

10 What is the purpose of your activity, how will it further support your development plan? - E.G. core activity for group

11 What is the impact the activity will have by hosting it face-to-face that cannot be achieved online? - Maybe you can't run it virtually

12 Could the event be held virtually? - If no, how come?



How do I fill out the events form?

13

How many attendees are you realistically expecting? - this helps with booking spaces

14

How will your event maintain Social Distancing? - 2m distance if possible

15

Will you be using an equipment? If so, what and how? - May require cleaning supplied



How do I fill out the events form?

16

What adjustments will you make for members who may feel uncomfortable or are unable to attend face-to-face events? Let us know - think recording sessions where possible.

17

How will you ensure only members attend and attendance is recorded? Use the Event Attendee Tracker!

18

Anything else you'd like to tell us about your proposed event or activity? Let Us Know



Help Us to Help You.

We want to allow you to be able to deliver physical activities for your members where possible and safe to do so. By giving us as much information as possible, this will allow us to look at how we can make this as safe as possible.

As guidelines change our guidance will change. Under Lockdowns/Tier 3 All activity will revert to online unless Government exemptions exist (likely for Sports/Physical Societies)

Tiers 1/2 - Guidance will be supplied and meetings will be set up with all groups to discuss Physical events taking place where and when possible.



Once All Restrictions Lifted

Once all restrictions are lifted we will revert to the normal way of event booking. This will include all classroom Sessions. Remember that any activity you do, virtual or physical will need the attendees filling out the Event Attendance Form and we should be advertising this activity on the SU Events Page.

If you have any questions about the content, please email SU.StudentGroups@uwl.ac.uk

