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| *To be completed by the Event Booker:* | |
|  | **Event Information** |
| **Main Contact and Booker** |  |
| **Email Address** |  |
| **Organisation/Student Group** |  |
| **Contact number** |  |
|  |  |
| **Event Name** |  |
| **Date of event** |  |
| **Required venue(s)** |  |
| **Set up from (time)**  *What time will you be arriving to set up?* |  |
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| **Event start time** |  |
| **Event end time** |  |
| **Soundcheck time** |  |
| **Is it a ticketed event?** |  |
| **Would you like tickets to be available on SUSU Box Office?** |  |
| **Ticket Price** |  |
| **Front of House**  *(Name and contact details for on-the-day)* |  |
| **Overview of event concept**  *(i.e. Running order, description of the activities taking place)* |  |
| **Number of expected attendees** |  |
| **Provisional Budget** |  |
| **Name of the person (and the department) to be invoiced** |  |
| **Purchase Order Number (if applicable)** |  |
| **Internal Budget Code (if applicable)** |  |
| **Address for invoicing (if applicable)** |  |
| **Room Layout**  *Please give as much detail on how you would like the room to be set out as possible (e.g. Tables, chairs, bean bags, staging)* |  |
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| **PLEASE BE AWARE THAT REQUESTING ANY OF THE FOLLOWING MAY ADD EXTRA COST TO YOUR BOOKING** | |
| **Tech Requirements**  *What technical equipment do you need for your event? (e.g. Microphone, projector screen, laptop etc.)* |  |
| **Catering Requirements**  *Please specify any food and dietary requirements.*  *Please note: For health and safety reasons, we cannot allow* ***any*** *food or drink to be brought into our venues.* |  |
| **Refreshment Requirements**  *Would you like the bar open? Would you like any additional drinks packages?* |  |
| **Entertainment**  *Please describe what entertainment you require, and what entertainment will be provided by you?* |  |
| **Décor**  *How are you hoping the event to look/feel? Will you be bringing any decorations, or need any to be hired in?* |  |

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| **Notes**  *Please provide any additional information that may be relevant to your booking.*  *(e.g. Disabled access requirements, additional room bookings)* |  |