

Your Event

Audience and Theme

- Who's attending / How many?
- Does your event have a theme?
- What venue would suit your event?
- Is it a one off event or will it be recurring?
- What type of event is it?

Other Suppliers

Finances

- Is this a ticketed event?
- How much?
- Any other income?
- Outgoings?

Health and Safety

- Public Liability Insurance?
- Risk assessment?
- Do you need security?
- Need a first aider on site?

Venue

- What capacity do you need?
(If the event has been held in the past how many people came?)
- Could you hold it in an SU or uni campus space?
- How much notice does the venue need for a booking?

Publicity

- Society Web Page?
- Facebook, Twitter, Insta, Snapchat?
- Flyers, Posters?
- Tickets, online or physical?
- Society of the Month?