| **Club/Society Information** | |
| --- | --- |
| Club/Society Name |  |
| Club/Society Contact Email |  |
| Event Organiser Name |  |
| Event Organiser Contact Number |  |
| Event Organiser Contact Email |  |

| **Event Details** | |
| --- | --- |
| Event Title |  |
| Description of Event |  |
| Start/End Date |  |
| Start/End Time |  |
| Event Location |  |
| Have you received approval from the event location? |  |
| Estimated Numbers |  |
| Other Clubs/Societies involved |  |
| Is this a ticketed event?   * Native? * Cash Sales? * Other? |  |
| Work permits required? |  |
| Letter of Indemnity required? |  |

| **Event Running Order** Fill out in chronological order | | |
| --- | --- | --- |
| **Time** | **Details** | **Person Responsible** |
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| **Event Breakdown** | | | |
| --- | --- | --- | --- |
| **Outline** | **Details** | **Cost** | **Confirmed?** |
| Event Location |  |  |  |
| Tickets |  |  |  |
| Wristbands |  |  |  |
| Decorations |  |  |  |
| Advertising:  (Posters/Flyers) |  |  |  |
| Photographer |  |  |  |
| Videographer |  |  |  |
| Entertainment:  (DJ/Band/Act) |  |  |  |
| External Guests |  |  |  |
| Raffle Prizes / Competition |  |  |  |
| Refreshments/ Catering |  |  |  |
| Other: |  |  |  |
| **The following must be booked by C&S Events (if required)** | | | |
| Security |  |  |  |
| Medic |  |  |  |
| Sound/Light Technician |  |  |  |
| Cleaners |  |  |  |
| Other: |  |  |  |

| **Ticket Breakdown** If required   * Use each row to gradually increase number of tickets to determine break even point | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Ticket Amounts** | **Ticket Price** | **Ticket Income** | **Other Funding** | **(A) Total Income** | **(B) Total Expenses** | **Final Total (A - B)** |
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| **Finance Plan**   * Add up Total Income (A) and minus Total Expenses (B) to find Profit/Loss (A-B) * Please note this is not an approved Budget and is subject to approval from CLC/SLC | |
| --- | --- |
| **Description** | **Total/Estimated Amount** |
| Income: | |
| Ticket Sales |  |
| Committee Funding (Bank Account) |  |
| C&S Budget Allocation |  |
| Sponsorship |  |
| Other: |  |
| (A) Total Income |  |
| Expenses: | |
| Event Location |  |
| Decorations |  |
| Security |  |
| Medic |  |
| Sound/Light Technician |  |
| Other: |  |
| (B) Total Expenses |  |
| (A - B) Total Profit/Loss |  |

| **Risk Assessment** Required for all events | | | | |
| --- | --- | --- | --- | --- |
| **Hazard / Activity**  ***with potential to cause injury*** | **Controls Already in Place** | **Risk Category**  **(High/Medium/Low)** | **Further Controls Being Implemented**  **To Reduce Risk** | **Date to be Completed** |
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| **Additional Information/Assistance** | |
| --- | --- |
| (For immediate assistance contact [clubsandsocsevents@dcu.ie](mailto:clubsandsocsevents@dcu.ie)) |  |

| **Check-List** | |
| --- | --- |
| **Task** | **Yes / No** |
| Has the [SLC Accessibility Policy](https://cdn.dcuclubs.ie/docs/resources/Review_of_accessibility_policy.pdf) been referred to? |  |
| Have you read and does your event abide by the following policies?   * [Alcohol & Drug Policy](https://www.dcu.ie/policies/student-alcohol-policy) * [Sexual Misconduct Policy](https://www.dcu.ie/policies/sexual-misconduct-policy-students) * [Respect & Dignity Policy](https://www.dcu.ie/system/files/finance_editor/2023-11/210-dignity_and_respect_policy_v1.0.pdf) |  |

| **Sign-off** Two committee members to sign-off | |
| --- | --- |
| **Name** | **Committee Position** |
|  |  |
|  |  |