

EVENT PROPOSAL FORM



Name: Student ID:

Email:

Name of your event:

Please provide as much detail as possible, or we may need to delay your proposal to gather further information.

This form is for students or student groups who wish to plan and deliver a event aimed at students at BNU and/or the local community. If you feel your idea fits this definition please fill out a campaign form and email it to suevents@bnu.ac.uk.

What is the nature of your event? (ie. genre of music, types of act or entertainment, etc)

Who is the target audience for this event and how will you promote/market to them?

What facilities, equipment or technical requirements do you have?

When would you like the event to take place?
(day, date, start and finish times, etc)

What are your targets for this event? (ie. audience size, celebrating a cultural event, awareness raising, fundraising, etc)

Please provide any relevant links or inspiration for this event:

Event budget. Please indicate costs where possible.

Item	Cost	Quantity	Total Cost

Please send your completed form to suevents@bucks.ac.uk