

**SOCIETY EVENT PLANNING FORM**

Please **fill out the following** form and **submit it to the society coordinator** for approval. This form is **required for any CBUSU society event.** Please note: completing this form **does not** grant you automatic approval for your event, you may still be required to complete **additional documents** (ex: risk assessment).

Society Coordinator, Breagh Clements: su\_societies@cbu.ca

VPFO, Colton Burke: su\_vpfo@cbu.ca

**EVENT ESSENTIALS:**

Society Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name and Email (lead of event): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On / Off Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_

Number of expected attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be travel involved?: \_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Details of Event (Food involved? Online Event? Prizes? Supplies needed?): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT BUDGET:**

Large or questionable expenses must be approved through the VPFO **prior** to purchasing.

|  |  |
| --- | --- |
| Name | Estimated Expense |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| Estimated total  | = $ |

**PROMOTIONS:**

If you want to have your event shared on the CBUSU social media pages, please tag us and the Promotions Team will share.

**PROTOCOL:**

Have you filled out an event ***Risk Assessment*** form **AT LEAST TWO WEEKS IN ADVANCE** of the planned date? \*if applicable\* (Found at [www.cbu.ca/community/event-management-and-room-bookings/event-management-risk/](http://www.cbu.ca/community/event-management-and-room-bookings/event-management-risk/))

* Yes
* No

***Have you booked the required space*** **AT LEAST TWO WEEKS IN ADVANCE** of the planned date? (Found at <https://cbuevpro.cbu.ca/EventProConnect/Default.aspx>)

* Yes
* No