

## Large Scale event guidance

This document is to support clubs and societies committee members with the organisation of large scale events. For the purpose of SUBU clubs and societies, a large scale event is where any of the following apply:

- Selling tickets £5 or over to the event
- Hiring a venue specifically for the event
- The event is for activities that fall outside of clubs and societies regular activities, including cultural events, seasonal celebrations, balls and awards
- This does not include overnight trips. If you are organising an overnight trip for your club and societies please see the form under [useful information on the committee zone](#).

This document provides support for planning a large event and information on funding. If you have any questions about the content of this document please visit the Student Opportunities team on the 2<sup>nd</sup> floor of Student Centre or email [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk)

### Important things to note when planning events:

- A SUBU club and society needs to provide a variety of events and activities to its members and must ensure that any events are in keeping with the aims and objectives of the club or society.
- When planning a large scale event you will need to complete a basic events plan (on the committee zone) and submit it to the Student Opportunities team on [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk). This is so we can ensure that all aspects of the event have been considered and prepared for.
- events, large or small, must be financially viable and must not operate at a loss. Incorporated into the event template mentioned above, you will need to show how each area of your event will be funded. You will need to show that careful consideration has been made, this will include considering the most cost effective options possible. Using various sources of funding available to you, you must be able to cover all costs of your event. Your club account will not be able to go into negative for more than 2 working weeks as result of hosting the event.
- All tickets for clubs and societies events need to be sold on the SUBU website. If you need support with listing your event on the SUBU website please see a member of the Student Opportunities team. Please note SUBU does not advocate the selling of tickets in person or 'on the door'; all event tickets must be accounted for on the SUBU website with all income being banked into your SUBU club account.
- As with all club and society events, from socials to training sessions, you and your members are representatives of BU and SUBU. As such the reputation of your club, the university and union is reliant upon your conduct. We will expect you and your members to uphold these standards at any event.

- Members should at all times remember that they are representing the Student Union at Bournemouth University and as a student or affiliate student of the university, they are obliged to abide by all policies and procedures found at [www.bournemouth.ac.uk/student/rules](http://www.bournemouth.ac.uk/student/rules) (3.2 of the Clubs and Societies Constitution)

## Funding

You can fund your events through lots of different channels, including ticket sales, sponsorship ([under events on the committee zone](#)), existing club finding from your account, and [SUBU Grant funding](#). As your event cannot operate at a loss **will you will need to make sure that you have given careful consideration to every aspect of your event** including venue, food, refreshments, entertainment, decoration and ensure that each area is covered.

You can use the SUBU budget template to help you set out the costs for every aspect of the event which will help you to decide how much you will need to sell tickets for. This can be found under [Useful Information- Accounts & Finances](#) on the committee zone.

If you are **using money from your club account on an event please note the event has to benefit the majority of your members**. For example, you will not be able to use your club funding towards an event that only a small proportion of your members will attend, or if there are a lot of other non-members present and benefiting from the event.

As you will know from the [funding guidance](#), SUBU cannot award a grant retrospectively (something that has already been paid for), so **if you are applying for funding for your event you will need to apply before the event**. Also note, as per the funding guidance it is unlikely that SUBU grant funding will be awarded for regular socials and refreshments, and will not fund alcohol.

**Sponsorship can also be a great way to secure funding for your event**. As per the [Sponsorship Pack](#) on the website sponsorship is external support, either financial or for goods in kind, in return for some form of acknowledgement. In order to secure sponsorship you will need to approach external organisations and propose to them why you believe they should support your event. An example of this could be that they agree to give you £X amount towards your event if you include the company's logo on your promotion. See the Sponsorship Pack for full details.

## Venues

You will need to think carefully about the venue for your event and choose accordingly. Think about how many students you expect to have at the event, what activities you hope to do, what facilities you may need and what atmosphere you want the event to have.

There are 2 great SUBU venue options available to you; Dylan's Kitchen (Talbot campus) and The Old Fire Station (Lansdowne campus):

Dylan's Kitchen is great bar and eatery with the options to host events too. It caters well for small groups (25-50 people) – where you can ask for section to be reserved and cordoned off for your club. You can also ask to use the entire space for up to 200, either exclusively on certain nights or non-exclusively when you are organising an event for other to come to. Dylan's is particularly good for events that might need food and we have hot buffet menus that can't be beaten on price, or our standard menu. We have had quizzes, annual dinners, live music, karaoke and disco's in Dylan's and we have most of the equipment to do these events already. Dylan's is very affordable to use, with some free of charge options available.

The Old Fire Station is pretty unique for a Students Union – a full blown club/venue in an old Victorian Fire Station. It's an amazing venue for larger events with a combination of internal spaces to use for events from 100 people to over 1000. More careful planning is needed to use the Old Fire Station, but SUBU has a team of people who will work on your event with you to help guide you. There will always be a cost involved in using this venue, but for student events it is kept as low as possible. It has been used for large parties, mini club nights, seated events, live concerts, award nights and has all the facilities to deal with these events. We can also source the DJ's and entertainers you might need.

There are benefits to holding your event in these Students' Union venues: cheap hire of space and equipment, cheap SUBU bar prices for your event attendees, flexibility to assist your event plans and any money made be recycled back into Student Union activities.

There are lots of other venues in and around Bournemouth that you are free to using including, hotels, social/community clubs, halls, bars and clubs.

Be very careful when dealing with external venues:

- Do not agree to contracts or place orders without having them checked by SUBU.
- Check what the food and drink prices are going to be like.
- Check for extra charges to set up, take down and breakages.
- Do not agree to 'split' deals with nightclubs or similar arrangements where you do not get all the money from the sale of tickets or admission.