

START HERE

Do you want to book Great Hall or Horton Barn?

No

Do you want a room in Student Central or on the list of GTAs for socs?

No

Are you giving two weeks' notice?

No

Can't book, choose a student central or GTA for socs

Yes

Fill in University event booking form.
<http://www.brad.ac.uk/events/apply/>

University will process your request

Are you giving a months' notice?

No

Can't book Great Hall or Horton Barn, choose another venue

Yes

Yes

Fill in an events slip at UBU reception or email to ubu@bradford.ac.uk

Select event type

Publicity/Fundraising stall:

A table in Union Mall to fundraise for yourselves or a charity, or to promote a campaign, recruit members etc

Activity (no tech needed)

Events such as rehearsals, arts/crafts session, meet and greets

Publicity/Fundraising stall with food:

A table in Union Mall where you can also have approved food items

Speaker event

When an external person (not student or staff) comes to speak on a topic, run a session or do any classes

Film Showing

Using the lecture theatre or projector to show a movie or documentary

Entertainment event

Anything from a comedy night, club night, fashion show, live music show, anything with tech that doesn't fall into the other categories

Reorganise your event

No

Is the room/space free and form in before Monday's event meeting?

Yes

The space will be provisionally booked and a google emailed to you

No

Event will be reviewed at the Monday events meeting.

Was the event (including food, speakers, fundraising) approved?

Yes

Start promoting your event!

Fill in all information on the google doc

Literature:

Describe the literature you be providing.

Film:

Submit film details so we can check if it's covered by our licence

Tech:

What are you bringing to the event, and what do you want to be provided? There may be a charge for tech staff, which will come out of your private account

Speaker

If you're not in Student Central, you must apply through the University system!

Provide speaker details on the google doc?

Name

Contact details

Topic of talk

Any website/videos

If they'll cause media interest

Each speaker must be approved separately.

They cannot come onto campus if not approved

Food:

Will the food be provided by an external caterer and given out in union mall or amp bar?

No

Is the food is provided by an external catering and in a private room (e.g. seminar or communal hall)?

No

Is the food homemade?

Yes

Yes

Must complete an external catering approval form and follow the UBU hygiene policy

Yes

Fill in the details on google doc, find out hygiene rating and follow the UBU hygiene policy

Fill in the details on google doc and follow the UBU hygiene policy

Risk Assessment

Complete the risk assessment

Great Hall/Horton

Barn/University bookings have a

different assessment process

Fundraising:

Put charity name and number onto google doc

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Must have a letter from the charity giving the society permission to fundraise for them

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Pay all money fundraised into society's private account.

Fill in a cheque request form with copy of letter from charity for money to be sent to the charity from your society account

Event booking flow chart

Bookable rooms

Great Hall (Up to 800 people)
Horton Barn (399 people)

Student Central rooms

Seminar rooms 0.44, 0.46, 0.48, 0.49 0.50 (16 – 30 people)
Student central board room (25 people)
Activities room (25 people)
Student central lecture theatre SC0.51 (180 people)
Union mall
Exhibition space (50 people)
Biko, Communal hall, Escape bar (100 people)
Amp bar (200 – 500 people depend on event)

GTA (general teaching areas) for society use

Phoenix
NE0.98, NE0.99 (30 people)
NE0.100 (110 people)

Richmond
C8 (30 people)
C9 (65 people)
C7 (111 people)
E59 (100 people)
F21 (118 people)