

Society Trip and Large Event Notice/Authorisation Form

This should be filled out at least **ONE MONTH** before the start date of your trip/event. Your trip/event cannot go ahead without these forms being approved. This process replaces the previous trip authorisation form. Email strathunion.societies@strath.ac.uk with any questions. Full Layout of the form can be viewed here:

* Required

* This form will record your name, please fill your name.

Society Details

1. Society Name *

2. Organiser Details (Name, student email and phone number of **at least two** organisers) *

3. Is this form for a Trip or a Large Event? *

A large event is an event with around 50+ attendees, if you are unsure, email strathunion.societies@strath.ac.uk

☐ Trip

☐ Large Event

Trip Details

4. Trip Name *

5. Date you are leaving for your trip *

6. Date you are returning from your trip *

7. Approx. number of members travelling *

8. Types of Travel - (include all types ie air, rail or bus etc) *

9. Purpose of Trip (brief description of the activity/work being undertaken) *

10. Location of trip **AND** Itinerary (include details and addresses of all towns and areas being visited and stop-overs en-route with dates, and a list of planned activities/schedule) *

11. Accomodation Information (Where will participants stay? Provide details about the accommodation (hotel, hostel, etc., name of esablishment(s), if you are not staying overnight, answer N/A) *

12. Are you planning on hiring a vehicle through the union for this trip? *

☐ Yes

☐ No

13. I agree that my society will send signed travel declaration forms by every member taking part in the trip at least **one week** before the trip start date, otherwise the trip cannot go ahead *

Template for the form can be found here:

<https://www.strathunion.com/pageassets/organisation/resources/bookings-forms/Student-Travel-Declaration.docx>

☐ I agree

Large Event Details

14. Name of Event *

15. Start Date of Event *

16. End Date of Event *

17. Expected No. of attendees *

18. Will this event be ticketed? *

All tickets should be set up through our events platform Native: [Native.fm Control Panel](#)

☐ Yes

☐ No

19. Where will your event be taking place? (If selecting 'Other' option, please explain exactly where you plan on holding your event.) *

☐ I have a room/space booked

☐ I am planning on booking a room/space

☐ Other

20. Which room/space have you booked/are planning to book? *

21. Will you be bringing in any food or drink and/or do you require catering?

Please note:

No external catering is allowed without previous agreement.

Food and drink is NOT permitted in ANY union rooms without a previous agreement with the commercial team or ANY university rooms other than TL.

Catering in university rooms is only available in some flexible seating spaces and you need to arrange and pay for this via the University catering team at Nourish (see <https://www.strath.ac.uk/studywithus/ourcampus/whatsoncampus/campusfooddrink/hospitality/>)

Catering in the union can be arranged, if you select this, we will email you the details. *

- ☐ No
- ☐ Store bought finger food/snacks/soft drinks
- ☐ Homemade food (e.g. potluck, home baking etc)
- ☐ External Catering
- ☐ Union Catering
- ☐ Other

22. Will there be an external speaker at your event? *

- ☐ Yes
- ☐ No

23. Please fill out an external speaker form for approval, template linked below *

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.strathunion.com%2Fpageassets%2Forganisation%2Fresources%2Fbookings-forms%2FExternal-Speaker-request-form.docx&wdOrigin=BROWSELINK>

📎 Upload file

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

24. Would you like your event to be advertised on the union screens? *

If you upload a jpeg, pdf or png here with dimensions , our comms team will display it on the union screens

📎 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Budget

Please state where funds are coming from for your Trip/Large Event

25. What are your expected costs for your Trip/Event? *

Please include a numbered list, with amounts in £ and finish with the total cost for the trip/event

26. Please state where funds are coming from for your Trip/Event (include amounts after "£" for each numbered item) *

1. Alumni Funding: £ **2.** Grant Funding (please include source of grant, e.g socs exec, arts & culture): £
3. Society Savings Account: £ **4.** Student/Society member contribution (also state total cost for individual member): £ **5.** Other source: £

Risk Assessment and Confirmations

27. Was this Trip/Large Event included in your society annual risk assessment that you completed when you re/affiliated? *

☐ Yes

☐ No

28. Please include a completed Risk Assessment using the templates below. Make sure to use the **TRIPS** template for trips, and **EVENTS** template for Large Events *

TRIPS Template: <https://www.strathunion.com/pageassets/organisation/resources/bookings-forms/riskassessment/Additional-Risk-Assessment-Template-Trips.xlsx>

EVENTS Template: <https://www.strathunion.com/pageassets/organisation/resources/bookings-forms/riskassessment/Additional-Risk-Assessment-Template-Events-Activities.xlsx>

 Upload file

File number limit: 1 Single file size limit: 1GB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

29. I, the President of this society authorise this trip/event. *

[Print Name]

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms