



Event and External Speaker Request Form (for Student-led Events)

Please read the **Events and External Speakers and Visitors Policy (for Student-led Events)** before completing this form.

Section A is the Event Request

This section should be completed for **any** student-led event

Section B is the External Speaker Request

If there will be an external speaker at the event, section B should also be completed. If there will be more than one speaker, please complete and submit a separate copy of Section B for each speaker.

SUBMISSION

Submit this form to the SGSU President via presidenteducation@su.agul.ac.uk at least 10 working days prior to the proposed event.

Section A – Event Proposal

Event Organiser's Name	
Contact email	
Contact number	
In what capacity are you making this request? E.g. SU society president, individual student	
Name of the student society hosting the event (if applicable)	
Title of the proposed event	
Date and time of proposed event (If the event is to be repeated list all dates)	
Intended venue of the event	
What are the main aims and objectives of the event?	
What is the format of the event (e.g. talk, panel, workshop)?	
Who are the intended audience? Will any of the audience be under 18 years old or a vulnerable adult? If so please provide details	
In the case of events where under 18s or vulnerable adults will be present, what safeguarding arrangements have been made?*	
Has a risk assessment been carried out for this event? And if applicable what measures have been taken to mitigate any risks identified?	
How would the event be publicised?	
Is the event likely to attract media interest? (If yes, provide details)	
Is permission sought for information or merchandise to be distributed? (If yes, provide details)	
Is permission sought for a collection to be taken up? (If yes, provide details)	

Declarations

As the organiser of the Event I confirm that:

- To the best of my knowledge, the above information is free from errors and omissions
- I have read and understood the Events and External Speaker and Visitor Policy
- In the case of events where under 18s will be present, appropriate safeguarding measures have been considered and arranged
- In delivering the above event, I will be able to uphold the Policy and my responsibilities as outlined in this

Name (print)

Name (sign)

Date

*If you are unsure what arrangements to put in place, please contact the relevant safeguarding officer (as per the Safeguarding Children and Vulnerable Adults Policy) for guidance.

Section A – Event Request

Internal Office Use Only

As the SGSU President I confirm that:

- I have considered this request in accordance with the Events and External Speakers and Visitors Policy
- I GIVE permission for the above event to take place
- I WITHOLD permission for the above event to take place
- I have documented this request and outcome in the relevant log

Name (print)

Name (sign)

Date

Section B – External Speaker Request

Speaker Name	
Speaker's Contact email	
Speaker's Contact number	
Title and Date of Event	
In what capacity are they attending the event? E.g. main speaker, panellist	
Will they be representing a particular point of view at the event? If yes, provide details	
Do they publically support a particular affiliation? E.g. political, religious. If yes, provide details	
Relevant social media profiles linked to the individual, e.g. Twitter handle, blog URL	
Will they be representing any particular organisation(s)? If yes, provide details of organisation and position	
Official website/ social media profiles of the Organisation being represented (if applicable)	

Declarations	
<p>As the Event Organiser I confirm that:</p> <ul style="list-style-type: none"> - To the best of my knowledge, the above information is free from errors and omissions <input type="checkbox"/> - I have read and understood the Events and External Speaker and Visitor Policy <input type="checkbox"/> - I have shared a copy of the Events and External Speaker and Visitor Policy with the above speaker <input type="checkbox"/> - I believe that this policy can be upheld with the above speaker in attendance <input type="checkbox"/> 	
Name (print)	
Name (sign)	
Date	
<p>As the above proposed External Speaker I confirm that:</p> <ul style="list-style-type: none"> -To the best of my knowledge, the above information is free from errors and omissions <input type="checkbox"/> - I have read and understood the Events and External Speaker and Visitor Policy <input type="checkbox"/> - I will uphold the ethos, values and laws outlined in this policy whilst in attendance <input type="checkbox"/> 	
Name (print)	
Name (sign)	
Date	

Section B – External Speaker Request

Internal Office Use Only

As the SGSU President I confirm that:

- I have considered this request in accordance with the Events and External Speakers and Visitors Policy
- I GIVE permission for the attendance of the above named speaker
- I WITHOLD permission for the attendance of the above named speaker
- I have documented this request and outcome in the relevant log

Name (print)

Name (sign)

Date