

**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.

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| **SUBMISSION** |
| Submit this form to the SGSU President via [president@su.agul.ac.uk](mailto:president@su.agul.ac.uk) at least 10 working days prior to the proposed event. |

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| 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) | |  |
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| **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** |  | |

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| **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** |  |

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| 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) |  |

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| **Declarations** | |
| **As the Event Organiser 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  - I have shared a copy of the Events and External Speaker and Visitor Policy with the above   speaker  - I believe that this policy can be upheld with the above speaker in attendance | |
| **Name (print)** |  |
| **Name (sign)** |  |
| **Date** |  |
| **As the above proposed External Speaker 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  - I will uphold the ethos, values and laws outlined in this policy whilst in attendance | |
| **Name (print)** |  |
| **Name (sign)** |  |
| **Date** |  |

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| **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** |  |