

Socials

If your club or society wants to run a social it is important you plan it correctly. There are a few steps you can undertake to ensure socials go smoothly and don't leave your club or society in a deficit.

- Tell the SU Activities area that are you planning on holding a social and find out if an event planner needs to be completed
- Remember to plan with plenty of time, event planners can take 6-8 weeks to be approved, especially for larger events. These may need to go to our internal events committee to be considered.
- Complete all aspects of the event planner including the financial page
- Once your event is approved you can put products up on the website and start collecting income and finance can start processing any expenditure.
- If you don't need an event planner but do need to put tickets on sale you will need to complete a product request form
- If you are planning a Christmas party come and speak to SU Finance – we can check if we have paid the venue before and how best to do it for you.

The key thing to remember in all of this is planning and time! Please ensure you start planning your event in plenty of time and speak to us so we can help.

