**Society meeting and event proposal form: in-person events**

**Autumn Term 2020**

Name of society/club:

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Name of Society Officer:

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Society Officer email address: ­­

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Date of application submitted:

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**Event details**

Date and time of proposed event:

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Name of event:

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On campus location (please specify):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SU Lounge  (25 people max) |  | Duke Street Foyer  (30 people max) |  | Munnings Life Drawing studio  (10 people max) |  |

If the event is proposed to happen off campus, please specify:

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**Plan for event**. Please outline what you plan on doing during the event/what the purpose is:

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Please confirm you have read and understood the Society Covid guidance on the NUASU website ([www.nuasu.co.uk/society-covid-guidance](http://www.nuasu.co.uk/society-covid-guidance)). *Please sign/name and date.*

|  |  |
| --- | --- |
| I confirm I have read and understood the  NUASU Society Covid guidance |  |

**Please submit this form along with the completed Society Covid risk assessment to the Students’ Union at least two weeks before the proposed event. The SU President will review each proposal on a case by case basis. DO NOT promote your event until you have been notified that it has been approved and can go ahead.**