



Main Information

Include here the most important information about your event

- Description (Event theme or purpose, date, time, if people need to buy tickets)
- Upload a poster or image if you have one

Note: If your event is on campus, submit an ESR (Event Support Request) to inform security [Facilities & Services - Event Support Request \(formsite.com\)](#)



Location

We need to know where your event is. Upload a booking confirmation of the venue or the room you want to use.

- ❖ On campus – Use resource booker [Resource Booker \(swin.edu.au\)](#) to book the space you want.
- ❖ Online – Via discord, teams, zoom, etc
- ❖ Off campus – Get a quote from the desired venue

CONTACT YOUR C&S OFFICER IF:

- ❖ You need to re-arrange furniture (move tables or chairs around),
- ❖ You need cleaning before and/or after the event
- ❖ You need IT support



Travel

- ❖ If your event includes overnight stay, let us know the date of your departure and return.
- ❖ Attach an itinerary so we know where are you going to be in, case of an emergency.



Event Fields

Are you selling tickets?

- ❖ You have two (2) options:
 1. Submit a Product on UniOne
 2. Use the Student Life Eventbrite account to sell tickets – Contact your C&S Officer to set up the event.

Note: CLUBS ARE NOT ALLOWED TO SELL TICKETS THROUGH DIFFERENT PLATFORMS, or a different Eventbrite account.

Is this a joint event?

- ❖ Are you collaborating with other clubs? If so, **ANSWER YES**



Health & Safety

- ❖ Attach a **Risk Assessment** [955 \(swinburne.edu.au\)](#)



Funding

- ❖ Upload a budget - [studentlife.swinburne.edu.au.xlsx \(live.com\)](#)
- ❖ Upload tax invoices, quotes or screenshots (If from online store)
- ❖ Attach a payment schedule (Dates you need to pay the suppliers)
- ❖ Let us know how are you paying for this (Revenue or Grant Money)



Licensing

Are you serving alcohol?

- ❖ If the answer is **YES**, let us know! (Alcohol can't be purchased with grant money)

Are you screening a movie?

- ❖ If the answer is **YES**, please contact your C&S Officer for further steps



Equipment

- ❖ You can book any equipment for your events through Resource Booker [Resource Booker \(swin.edu.au\)](#)