



Clubs and Sports Event Approval Checklist

	No Fund Event	Micro (Under \$200)	General (\$200-\$1000)	Major (\$1000-\$5000)
Event Description:	Event description that gives an understanding of what event is	Event description that gives and understanding of what the event is. when the event is and where the event is.	Event description that includes a description of what participants will be doing at the event, when the event is, where the event is, if a cost is involved in the event.	Event description that gives clear detail of what participants will be doing at the event, when the event is, where the event is, if a cost is involved in the event (what the costs cover).
Date	The event start and end time(s) are listed	The event start and end time(s) are listed	The event start and end time(s) are listed	The event start and end time(s) are listed
Location	The event location is listed in the location section	The event location is listed in the location section	The event location and a booking form has been uploaded to the location section	The event location and a booking form has been uploaded to the location section
Emergency Contact	The event Emergency Contact (name and number) is provided.	The event Emergency Contact (name and number) is provided.	The event Emergency Contact (name and number) is provided.	The event Emergency Contact (name and number) is provided.
Health and Safety	Clubs and Sports Event Risk Assessment template has been signed and completed	Clubs and Sports Event Risk Assessment template has been signed and completed	Clubs and Sports Event Risk Assessment template has been signed and completed	Clubs and Sports Event Risk Assessment template has been signed and completed
Funding	The event does not need any funding	The event includes a budget with the total funds requested, a minimum of screenshots for costs at the event, club has indicated the breakdown of Clubs and Sports money to Club revenue money.	The event includes the C&S event budget template, all tax invoices, quotes or screenshots (if from online store) are included, club has indicated the breakdown of Clubs and Sports money to Club revenue money. .	The event includes the C&S event budget template, all tax invoices, quotes or screenshots (if from online store) are included , a paymnet schedule is included and club has indicated the breakdown of Clubs and Sports money to Club revenue money.
Licensing	Event does not require a license	Event has license for event organised and included in event budget (if applicable)	Event has license for event organised and included in event budget (if applicable)	Event has license for event organised and included in event budget (if applicable)
Event Runsheet	Event does not need to include an event runsheet	Event does not need to include an event runsheet	Event includes a basic event runsheet	Event includes a detailed event runsheet
Event Project Plan	Event does not need a project plan	Event does not need a project plan	Event includes a basic project plan	Event inlcudes a detailed project plan
Approval Time	1 Week	2 Weeks	4 Weeks	8 Weeks