

Event name	
Event date	
Event timing	
Location	
Purpose and objectives Why are you holding this event? Ensure you have a clear understanding of event purpose. <i>Raising revenue for the club, increasing membership, promoting club services or activities, fundraising for an issue or cause, providing services or social events to club members</i>	
Target audience and expected numbers Who is your event for? Is it just club members, or open to all students? What number can your budget and/or location support? What would be the minimum number required to run your event?	
Finance How are you paying for your event? If you are planning on applying for a YouX grant, do you have at least 2 weeks before the event? Will you be selling tickets? Budget template Grant application form	
Resources Who will be staffing your event? Do you need a roster? Delegate roles and responsibilities.	

<p>Equipment What equipment do you need to run the event? Is the equipment already in the space? Do you need to submit an equipment booking request through YouX? Do you need to purchase any equipment? Do you need to externally hire equipment? Olympic Party Hire offer 20% off to YouX Clubs</p>	
<p>Required administration Have you booked a room or space on campus with Infrastructure? If you are expecting more than 100 people you must do an event risk assessment. Do you plan on having alcohol at an on campus event? You can find the University policy for serving alcohol on campus here. You'll need to follow the below steps:</p> <p>Read and comply with the alcohol policy</p> <ul style="list-style-type: none"> • Book an RP from the Unibar (hello@unibaradl.com.au) OR submit your own limited licence (minimum 2-week turn around) • Complete the Application to serve • Book security (min 4hr call out. \$50 /hr) security_office@adelaide.edu.au 	

Email youxclubs@adelaide.edu.au with any questions or issues.