



STEP 1: Event Idea

- **Decide on what you want the event to be** (e.g. social, fundraising, raising awareness etc.)
- **Decide on the best way to do this:**
 - It should be appealing to students
 - Make it as easy to organise as possible (think about what you'll need and how much it would cost)
- **Decide on when and where you will do the event**
 - What time in the academic year? What day of the week? What time of day?
 - On or off campus? Indoors or Outdoors? Which room?
- **Think about how big you think the event will be**
 - Try to be realistic with attendance numbers as this will determine what room you book, how much equipment you would need etc.
 - Will your event require tickets? Think about how much they should be – enough to cover event costs but not discourage attendance.

STEP 2: Organising the event through DSD

- **Book a room and submit a risk assessment form**
 - For advice on room bookings and selecting an appropriate room for an event please refer our 'Booking a Room' document
 - Most rooms can be booked through: <https://www.uea.su/opportunities/committee-hub/room-and-hive-bookings/room-bookings/>
 - The risk assessment form can also be accessed by using the link above
- **Submit a DSD event application form and Funding request**
 - Found at: https://ueadifferent.com/put_on_event/
 - You can apply for £40 funding as part of your DSD application form. For advice on how to apply for funding, please refer our 'DSD Funding' Document
- **Submit an external speaker form and/or trip form (if required)**
 - External speaker form found at: <https://www.uea.su/opportunities/committee-hub/events/>
 - Trip Form available at: <https://www.uea.su/opportunities/committee-hub/events/>

Step 3: Putting on the Event

- **Organise all equipment and resources you require for the event**
 - Look at what equipment is available to you through the SU/University and book as required
 - Purchase all other equipment (make sure you keep all your receipts as you will need it for your funding claim)
- **Advertise and promote your event**
 - We will create an event page on our DSD website for your event
 - You can advertise through Social media websites (e.g. Facebook, Twitter etc.)
 - Consider who would be most interested in your event and try to promote it on platforms that they would look at

On the next page you will find an example of how you can use this mind map to plan your event and make sure you haven't forgotten anything

