****

# **Event/Trip Request Form**

|  |  |
| --- | --- |
| **Last Name:** |       |
| **Forename(s)** |       |
| **Telephone Number:****E-mail:****Student Number:** |                 |

|  |
| --- |
| Event Details (If other please provide details) |
| **Event Category**: **Indoor** [ ]  **Outdoor** [ ]  **Both**  [ ]  **Other** [ ] …………………………………………………………………………………………………………………………………………………………… |
| **What activities will you be doing:**      |
| **Description: (please try and provide as much details as possible of what the activities are that you will participating in)**      |
|  |
| **Address of where you will be going? (If it is more than 1 location please give them all)**      |
| **Start time (HH:MM):**       **End time (HH:MM):**      **Start date (DD/MM/YYYY):** Click here to enter a date.**End date (DD/MM/YYYY):** Click here to enter a date. |

**Sponsor** - Member of staff responsible for the event and risk assessment. \***TO BE COMPLETED BY UNION\* STAFF**

|  |  |
| --- | --- |
| **Last Name:** |       |
| **Forename(s)** |       |
| **Telephone Number:****E-mail:** |            |

|  |
| --- |
| **Please provide any additional information that we may need to know**      |

|  |
| --- |
| Number of people that will be going |
| Aston Students:      Non-Aston Students:       |
| **Involvement of outside organsation**  |
| YES [ ]  NO [ ] If YES then please give details:**Name of organisation:**      **Name of contact:**      **Email:**      **Telephone Number:**       |
| **Is there a visiting speaker involved?** |
| YES [ ]  NO [ ] If YES then please fill in an External Speaker Form.  |
| When completed this form will need to be authorised: 1. *Student’s Union authorisation…..........................................................*
 |