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# **Event/Trip Request Form**

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

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| 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)** |
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| **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**

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

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

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| 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…..........................................................* |