

Putting on a Special Event



Bristol SU

Bristol SU Events
bristolsu-events@bristol.ac.uk

So, you want to do a Special Event with us.

Fantastic! Great! Brilliant!

In this pack you will find an outline of everything you need to consider to put on a large scale event in the Anson Rooms. This will be for at least 200 attendees, a high standard event that will have a positive impact on students in Bristol.

For any questions or to discuss your event, please email:

bristolsu-events@bristol.ac.uk

What We Expect from You

In the next few pages we'll go through all of the support you can expect from us. In order for this to be a successful event and enjoyable for you, there are certain conditions your society will need to meet. They are:

- Clear communication and responses
- Answer all questions asked to you
- Payment of all necessary technical and hire costs
- Start selling tickets for your event at least 1 month out
- Clear delegation and organisation of tasks around the event
- Sell at least 25% of tickets 2 weeks before the event
- Provide final event details at least 2 weeks before event
- Running of all event marketing and ticketing
- Expectation of you to provide events stewards (e.g. box office, front of house) as required
- No on the day surprises for us – we do all of this preplanning for a reason
- Fulfil all required items for the Marketing Support on offer

We are here to help you in any way you need so please do reach out to the Events team with any questions or concerns throughout the event process.

To apply for an event please fill out [this form](#) before 10am Monday 5th August 2024 for TBI events, and 10am Monday 7th October 2024 for TB2 events.

For any event proposals after that date, please email the Events inbox. You will then be asked to complete an information request form to help us better understand your event proposal.

Bracket Price +VAT Event Support Tech Support

Sunshine

£100

- General support
- Planning meetings
- Signage
- Any on the day printing needed
- Box Office facilities
- Post event attendee feedback
- On call Duty Manager

- General support
- Floorplan of event
- Power supplies
- Background music
- Projector & screen
- On call technician

Sky

£150

- General support
- Planning meetings
- Signage
- Any on the day printing needed
- Box Office facilities
- Post event attendee feedback
- Support for event set up
- Event Duty Manager

- General support
- Floorplan of event
- Projector & screen
- Lectern
- PA system
- Lighting Rig
- Handheld wireless mic
- Tech support for low-tech event

Coral

£400

- General support
- Planning meetings
- Signage
- Any on the day printing needed
- Box Office facilities
- Post event attendee feedback
- Support for event set up
- Event Duty Manager

- General support
- Floorplan of event
- Projector & screen
- Lectern
- PA system
- Lighting Rig
- Handheld wireless mic
- Tech rehearsal (if required)
- Sufficient technical support for high-tech large scale event

Midnight

£530

- General support
- Planning meetings
- Signage
- Any on the day printing needed
- Box Office facilities
- Post event attendee feedback
- Support for event set up
- Event Duty Manager

- General support
- Floorplan of event
- Projector & screen
- Lectern
- PA system
- Lighting Rig
- Handheld wireless mic
- Tech rehearsal (if required)
- Dress rehearsal (if required)
- Theatre standard tech support
- Sufficient technical support for performance based event

Other Areas You May have to pay

Security

Events for over 300 attendees or with alcohol need Security

External Hires

This can be anything from catering and tablecloths to a boxing ring

Late Portering

If you'll still be in the building past 23:00 you'll need to pay for this

Cleaning

If you're going to end up with a sticky floor this will need extra cleaning

Stewards

Student Staff can be on hand to help with Box Office and Front of House on event day

Marketing Support on Offer

The offer below is subject to information being submitted as agreed

Support from the SU Marketing Team

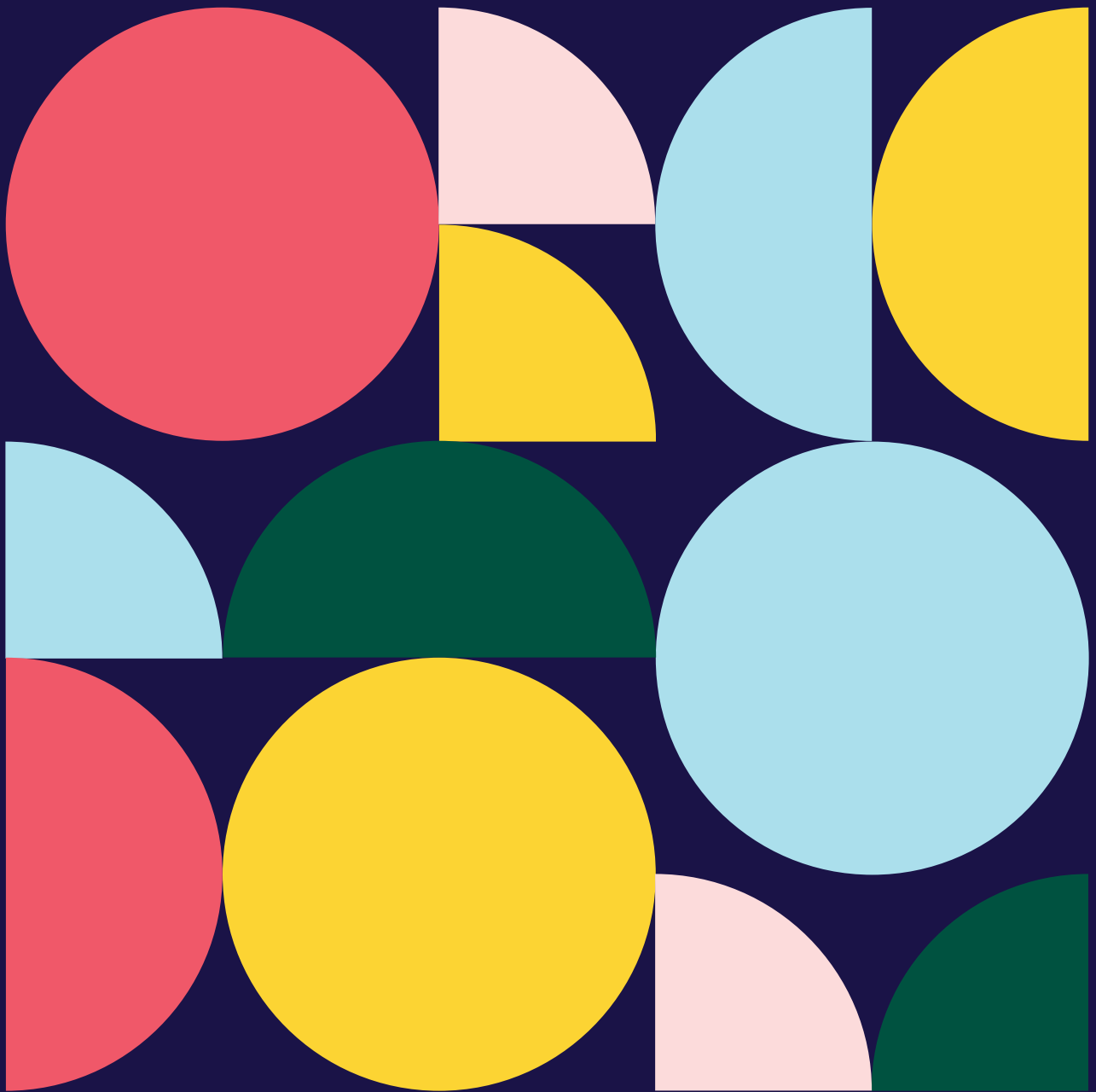
- Inclusion in all student SU Newsletter
- Inclusion in Instagram What's On round-up (week of event)
- Inclusion in Comms Champions Digest
- Consideration for Instagram takeover
- 'Featured' event on SU website
- Inclusion in start of term 'What's On' email
- A1 termly 'What's On' poster in SU Building and other sites

Requirements of the Student Group

- Event to be listed on SU website at least 1 month prior to the event
- Include 'supported by Bristol SU' or 'part of Bristol SU' in group bios on social media
- Clear connection to Bristol SU brand in publicity materials through use of Bristol SU 'supporting student groups' logo
- Bristol SU to be added as a Facebook event co-host (if listed on Facebook)
- Bristol SU to be tagged in promotional material on Instagram
- Request in advance (minimum two weeks) if would like to host an Instagram takeover

Expectations Student Groups do Themselves

- Email member list
- Updating group homepage on the website with details of the event
- Consider publishing articles to the website
- Use of social media accounts, including paid advertising if you have the budget to do so
- Contact student media groups for promotion or coverage (e.g Epigram and BURST)
- List the event externally if open to members of the public (e.g Visit Bristol Website)
- Make use of Society Presidents/Societies Network group to highlight events to other societies and request their support
- Post in the Freshers Facebook group
- Consider ticket pricing – can you offer member discounts? Or earlybird tickets?
- Create event posters and share on SU noticeboards



Any questions please
do get in touch



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