Event Planning Logistics Form

Student-Led Events

Booking forms should be submitted to **events.coordinator@fxplus.ac.uk** a **minimum** of two weeks prior to your event date.

Event name	**1980's Disco Night**	**# attendees**	**Approx. 100**
Start date	**3rd Feb 2016**	**End date**	**3rd Feb 2016**
Purchase Order (PO) number	**222113**	**Cost Code**	**F3650GEN**
Tutor Name	**Matt Kirby**	**Tutor Email**	**matt@falmouth.ac.uk**

Please list the event organiser details. If different people are responsible for organising separate elements you should list each individual and their specific area of responsibility (e.g catering; security; marketing)

Event Organiser (name & email address)	Area of responsibility
Jane Smith **j.smith@falmouth.ac.uk**	**Project Leader**
John Smith **j.s.smith@Falmouth.ac.uk** **Fred Jones** **f.jones@falmouth.ac.uk**	**Health & Safety** **Finance**
Vera Brown **Julie Green**	**PR & Marketing** **Security**

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING EACH SECTION

ROOM BOOKINGS		**Please state times below:**			
Building	**Rooms booked (please list)**	**Set up**	**Start**	**End**	**De-rig**
AIR					
Design Centre					
Daphne Du Maurier (DDM)					
The Exchange					
Media Centre					
Peter Lanyon (PL)					
AMATA	Studios A,B,K . Bar facilities	08:30	19:30	23:30	By 1am
Tremough House (TH)					
Outdoor Space					
Other (please state)					

EXAMPLE

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HOSPITALITY

Confirmed arrangements

Hospitality form for catering submitted 20th Jan 2016 to hospitality@fxplus.ac.uk.

BAR

Confirmed arrangements:

AMATA café/bar to be opened from 7pm to 11pm. Normal bar service agreed with Terry McClintock in AMATA cafe. Staff to dress up in 1980's fancy dress.

Email from Bar Manager, Nigel McAlwane says we do not need a special license for our event.

TECHNICAL/AV

Confirmed arrangements:

PC technician to be on duty all evening. Disco lights in studio A.
Studio B to show Saturday night Fever on big screen.
PA system needed.
DJ to set up in Studio K on stage area.

Arrangements agreed with Pete Hooper.

GARDENS

Confirmed arrangements:

Drinks reception in Italianate Garden 4pm – 7pm. Outdoor space form submitted to hospitality 15th Jan and approval received via email from G Henderson C&E Department.

TRANSPORT/PARKING

Confirmed arrangements:

Not applicable. Students already on campus or arriving by bus.

ESTATES

Confirmed arrangements:

Not applicable

EXAMPLE

ROOM LAYOUT/CARETAKING

Confirmed arrangements:

Studio K to have 6 x round tables with 4 chairs at each table set up along far side of room.
Floor plan sent to events.coordinator@fxplus.ac.uk and Help desk helpdesk@fxplus.ac.uk
2 x Coat rails to left of door
3 flipcharts to be positioned on stage

Agreed with Penryn Helpdesk

SPORTS CENTRE

Confirmed arrangements:

6 x foam mats to be taken to Studio f by 11am on 3rd Feb
Agreed with Simon Court

REPROGRAPHICS

Confirmed arrangements:

A4 posters to be printed. Vera Brown to get art work to reprographics dept by 31/01/14. PO number 222113 to cover costs.
A5 flyers to be printed and collected by 29/01/14.
Agreed with Mark Willey.

HEALTH & SAFETY

Confirmed arrangements:

Risk assessment sent to Sarah Fuller (Falmouth Uni H&S Advisor) by email on 23/01/16. Copied to events.coordinator@fxplus.ac.uk

SECURITY

Confirmed arrangements:

PC Monitor will be on duty until midnight
Julie Green to arrange stewards in foyer to control noise and crowd control from 7pm to midnight

Agreed with Penryn Help desk. Spoke to Dave Raybould (Head of Security) on 19/01/16 and he will make sure PC Monitor stays until midnight.

EXAMPLE