**The Students’ Union at UWE**

**External Speaker Booking Form**

* This form MUST be filled in for **all** External Speakers/Organisations your Society/Sports Club invites to talk at an event/meeting
* This form must also be completed by all external organisations seeking to book space within the Students’ Union (Frenchay, Glenside, Bower)
* This form must be submitted a **minimum of 14 days in advance** of the date of the event. Forms arriving after this time will not be approved
* It may take up to 5 working days for the speaker forms to be processed by the Students’ Union
* Societies/Clubs are not permitted to advertise a speaker event until they have received confirmation from the Students’ Union that the speaker has been approved, this also include on social media
* Before completing this form, you should read the Students’ Union’s External Speakers Policy on the Students’ Union website.

Completed forms should be sent to your society/sports co-ordinator SUCommunity@uwe.ac.uk.

|  |  |
| --- | --- |
| **Name of Society/Club/Group/Organisation submitting booking request**  |  |
| **Your Name** |  |
| **Student ID Number (if appropriate)** |  |
| **Contact Email** |  |
| **Contact Number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Event** |  | **Start Time** |  |
| **Location of Event** |  | **End Time** |  |

**Speaker Details**

|  |  |
| --- | --- |
| **Name of Speaker** |  |
| **Organisation**  |  |
| **Position Held** |  |
| **Contact Email** |  |
| **Contact Number** |  |

|  |  |
| --- | --- |
| **Please provide some background information about the speaker and their organisation.** **Why did you choose them to talk at your event?**(Please fill in with as much detail as possible) |   |

|  |  |
| --- | --- |
| **Event Name** |  |
| **Aims and objectives of event:** |  |
| **What topic will be covered by this speaker?**  |  |
| **Will this speaker be debating/presenting a specific view point in this event?** |  |
| **Does this speaker have an affiliation? E.g. Religious/political/campaigning?** |  |
| **Please include links to the speakers website and social media links** |  |
| **Is there any fee associated with booking this speaker?****(How much? Please mention if this is for travel)** |  |
| **Please declare any knowledge of controversy attracted by the speaker or topic in the past** |  |
| **Will the event be chaired? If so, who will chair the event and do they have the necessary skills or training to hold this position?** |  |
| **Is this event/speaker likely to attract media interest – if so why?** |  |
| **Any other information you think we need to be aware of?** |  |

 **Who is this event aimed at?**

[ ] Society/Club Members [ ] All Students [ ] General Public

**Is this event ticketed?**

[ ] Yes [ ] No

**How/where is this event being advertised?**

|  |  |  |
| --- | --- | --- |
| [ ] Society Social Media | [ ] Society Web Page | [ ] UWE What’s On Calendar |
| [ ] Media/News outlets e.g. Western Eye, Bristol radio etc.. | [ ]  External Speakers Social Media/ Website  | [ ] External Organisations Social Media/ Website |
|  |  |  |
| [ ] Posters around University | [ ] Posters around Bristol |  |
|  |  |
| Other: |  |

**For Administrative Use Only:***To be completed and signed off by Community or Opportunities Manager.*

|  |  |  |
| --- | --- | --- |
| **Date Completed Form Received:** |  |  |
| **The Students’ Union at UWE Staff Member Recipient:** |  |

|  |
| --- |
| **Any information about the event uncovered through research which might be important for assessing event:** |
|  |

 **Decision:**

 [ ]  Approved [ ]  Approved with modifications

 [ ]  Rejected [ ]  Deferred

|  |
| --- |
| **Justifications & Modifications** |
|  |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |