**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](mailto: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** |  |

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| **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) |  |

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| **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.*

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

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

**Decision:**

Approved  Approved with modifications

Rejected  Deferred

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| **Justifications & Modifications** |
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|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |