|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EVENT APPLICATION FORM** | | | | | | | | | | |
| **Event Title:** |  | | | | | | | | | |
| **Event Date:** |  | | | | | | | | | |
| **Event Start:** |  | **am/pm** | **Event Finish:** | | | |  | | | **am/pm** |
| **Bump-in Start:** |  | **am/pm** | **Bump-in Finish:** | | | |  | | | **am/pm** |
| **Bump-out Start:** |  | **am/pm** | **Bump-out Finish:** | | | |  | | | **am/pm** |
| **Proposed Location/s:**  *(Site plan may be required)* | | *must be tentatively booked prior to application submission* | | | | | | | | |
| **Brief Description of Event/Entertainment/Activities:** | |  | | | | | | | | |
| **Event Organiser:** | | *must be present at the event* | | | | | | | | |
| **Faculty/Division/Organisation:** | |  | | | | | | | | |
| **E-mail:** | |  | | | | | | | | |
| **Telephone:** | |  | | | | | | | | |
| **Estimated Attendance Total:** | |  | | | **Per Day:** | | | |  | |
| **UQ Student | Staff Attendees:** | | **Students: %** | | | | **Staff: %** | | | | |
| **External Attendees:** | | **Partners: %** | | | | **Public: %** | | | | |
| **If food is being provided, briefly describe (e.g., external food vendors, catering, attendees provide their own, organising committee to provide etc)** | | *additional documentation may be required* | | | | | | | | |
| **How will health and safety expectations be communicated to event staff and attendees?** | |  | | | | | | | | |
| **VIP Guests | Executive attendance** | | *Yes (contact* ***events@uq.edu.au****)* | | | | | | *N/A:* | | |
| **Media | Government attendance** | | *Yes (contact* ***communications@uq.edu.au****)* | | | | | | *N/A:* | | |
| **Corporate | Industry Partners**  **or Sponsors** | | *Yes* (*details required)* | | | | | | *N/A:* | | |
| **Additional Services:**  **waste | power | signage fitting |**  **cleaning | site set up** | | *Yes (log a user-funded request through Archibus, problem type ‘Events’)* | | | | | | *N/A:* | | |
| **Food trucks or additional retailers | vendors at the event** | | *Yes (email*[***property.team@pf.uq.edu.au***](mailto:property.team@pf.uq.edu.au) *prior to submitting event approval)* | | | | | | *N/A:* | | |
| **Attachments** | | | | | | | | | | |
| **PF712 Risk Assessment** *(or UQSafe ID)* | | | | *Attached:* | | | | | | |
| **PF100 Alcohol Permission Form** *(if applicable)* | | | | *Attached:* | | | | *N/A:* | | |
| **Site Plan** *(if applicable)* | | | | *Attached:* | | | | *N/A:* | | |
| **Additional documents as requested by P&F** | | | | *Attached:* | | | | *N/A:* | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Senior Management Endorsement** *(Authorities include Faculty and Division Executives)* | | | |
| **Name:** |  | | |
| **Position:** |  | | |
| **Signature:** |  | **Date:** |  |

|  |
| --- |
| **Email application (and attachments) at least 14 days prior to the event to:**  Event Approval Team:[seo@pf.uq.edu.au](mailto:seo@pf.uq.edu.au)  UQ Union Clubs & Societies:[clubs@uqu.com.au](mailto:clubs@uqu.com.au)  Events with VIP attendance, cc: [events@uq.edu.au](mailto:events@uq.edu.au)  Events with Media and Government attendance, cc:[communications@uq.edu.au](mailto:communications@uq.edu.au) |