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| **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*** *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:* |

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

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