



Event Proposal Form

BPP University Clubs & Societies — 2025/26

Instructions

Complete this form for all society events — both in-person and online. Submit at least 3 weeks before the event date. Online events require this form but do not require a Risk Assessment.

Section 1: Society & Event Details

Society Name	
Event Name	
Event Type	
Proposed Date	
Proposed Time	
Duration	
Location / Platform	

Section 2: Audience & Attendance

Who is the event open to?	
Expected attendance	
Ticket price (if applicable)	

Section 3: Content & Speakers

Brief event description	
Will there be external speakers?	
Speaker name(s) (if known)	
Speaker Contact Information	
Where does the speaker work?	
Speaker topic(s)	

Section 4: Finance

Estimated total costs	
Breakdown of costs (include	

links where possible)	
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Section 5: Declaration

Submitted by (name)	
Role	
Date	
President sign-off	

Reminder

Do not confirm venue bookings, speaker arrangements, or begin event promotion until you have received written approval.