

The Stage Booking Form

Date required: _____ Time: _____

Activity:

Equipment required: (e.g. PA system, lighting rig etc)

Do you require any publicity material (i.e. posters/flyers) to advertise the event? Yes No

Would you like the event filmed? Yes No

You must name either Student Organisers or a Staff Organiser - you can give both

Student Organisers - Please give full names of **two** students helping to organise the event:

1) _____ Mobile contact number: _____

2) _____ Mobile contact number: _____

Staff Organiser - Please give full name of any staff member helping to organise the event:

And mobile contact number: _____

Which groups are those taking part from? (e.g. Nat Dip Travel, Motor Vehicles, A Levels etc):

NOTE: *Those responsible must ensure stage is cleared and left in perfect condition and all equipment is turned off and stowed away.*

Use of stage approved: YES NO

Name (on behalf of Student Union): _____

Signed: _____ Date: _____

Name (on behalf of Student Union): _____

Signed: _____ Date: _____

Staff member representing SU: _____

Signed: _____ Date: _____

When completed, please hand in at the Student Union Office (AG03) in the main reception area.