

Event Planner

Please remember all events must be approved by the Wellbeing team first!

Once you are confident that you have fully planned the event, please complete the following form **at least 14 days before** the event is due to take place:

<http://bit.ly/WBCevent-proposal-form>

<p>Event/ activity name:</p> <ol style="list-style-type: none"> 1.) Tea, coffee & conversation 2.) Movie night/ game night 	<p>Which way does the event / activity link to?</p> <p>Connect</p>
<p>Aim of the event: (What would a successful event look like?)</p> <ol style="list-style-type: none"> 1.) People making new connections with others & chatting to new people 2.) Meeting new people – socialise together. Feel connected to other. 	<p>Date and time of event:</p> <ol style="list-style-type: none"> 1.) Wednesday 11am [date] 2.) Wednesday 7pm [date]
<p>Target audience & estimated number of attendees:</p> <ol style="list-style-type: none"> 1.) [School/ course] students. 10-15 people 2.) Any students who wish to attend. 20-30 people 	<p>Proposed venue:</p> <ol style="list-style-type: none"> 1.) [School/ course] hub / the atrium / SU hive 2.) Wellbeing room
<p>Catering: YES/NO – yes Details:</p> <ol style="list-style-type: none"> 1.) Tea & coffee flasks. Biscuits/ cake? 2.) Snacks? Pizza? 	<p>Expected cost of event: (If more than £50, please provide a breakdown)</p> <ol style="list-style-type: none"> 1.) £20-30 2.) £30-40
<p>Key contacts/organisers/champions (name and number/email) and what are their roles?</p> <p>[NAME]: fill out google doc form & speak to ___ about using the space</p> <p>[NAME]: come up with advertising ideas & email pictures to Wellbeing Assistants</p>	<p>Room layout AND/OR resources required: (E.g. banners/ furniture/ blankets etc.)</p> <ol style="list-style-type: none"> 1. Table for tea & coffee. Chairs / benches for people to sit 2. Comfy chairs. Large projector / screen

Things to consider:

<p>How will this event be communicated/advertised? (e.g. posters, social media – if so, which?):</p> <ul style="list-style-type: none"> - Posters in schools / in toilets - WB social media & personal social media - Word of mouth - Email to schools 	
<p>Audio visual requirements:</p> <p>2. Projector / PS4/ Xbox?</p>	<p>Accessibility considerations: (E.g. wheelchair access, gender neutral toilets, visual considerations etc.)</p> <ul style="list-style-type: none"> • Think “inclusive”
<p>Sustainability considerations: (E.g. minimal waste, recyclable materials, reduce printing, energy usage etc.)</p> <p>1. Compostable cups/ reusable cups 2. Think about energy usage</p>	<p>Timeline: (E.g. X weeks to go, promotion; day before, reminders/final prep)</p> <ul style="list-style-type: none"> • Social media promo 2 weeks before – then 1 week, then 2 days & day before? • Organise furniture __ weeks before Organise other resources __ weeks before
<p>How often will organisers check in/meet before the event:</p> <ul style="list-style-type: none"> • Organisers meet 1 week before for final arrangements? • Meet on the day an hour before start to set up? 	<p>Deadlines:</p> <ul style="list-style-type: none"> • Inform assistants about catering (e.g. at least 2 weeks before) Posters & promo content finished/ sent to assistants by ____
<p>Do you need to contact any key people to get them on board?</p>	<p>Anything else? E.g. name badges, photos, decoration, signage etc.</p> <ul style="list-style-type: none"> • Getting hold of Six Ways banner/ board? • Borrowing any other decorations (from office/ other wellbeing spaces)

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<p>Event/ activity name:</p> <p>1.) Foodbank giving event 2.) Compliment card giving</p>	<p>Which way does the event / activity link to?</p> <p>Give</p>
<p>Aim of the event: (What would a successful event look like?)</p> <p>1.) Receive foodbank donations from students & provide giveaways in return (food/ other giveaways)</p> <p>2.) Have champions across campus handing out compliment cards (e.g. you're doing great!)</p> <ul style="list-style-type: none"> - Setting a positive & supportive atmosphere around campus 	<p>Date and time of event:</p> <p>1.) Thursday 2-5pm [date] 2.) Monday 12-2pm [date]</p>
<p>Target audience & estimated number of attendees:</p> <p>1.) Students / others. 40 2.) Students / staff & other walking through campus</p>	<p>Proposed venue:</p> <p>1.) Outside Manchester Universities Chaplaincy (where foodbank is held) 2.) Across campus</p>
<p>Catering: YES/NO Details:</p> <p>1.) Yes – tea/coffee/ food [estimated amount] 2.) No</p>	<p>Expected cost of event: (If more than £50, please provide a breakdown)</p> <p>1.) £30 2.) £50? Depending on number of cards</p>
<p>Key contacts/organisers/champions (name and number/email) and what are their roles?:</p> <p>[NAME]: Contact foodbank to borrow foodbank collection bin [NAME]: Come up with 5 compliments [NAME]: Come up with 5 compliments [NAME]: plan advertising & design cards</p>	<p>Room layout AND/OR resources required: (E.g. banners/ furniture/ blankets etc.)</p> <p>1.) Table & foodbank bin & foodbank sign? 2.) Wellbeing banner?</p>

Things to consider:

<p>How will this event be communicated/advertised? (e.g. posters, social media – if so, which?):</p> <ul style="list-style-type: none"> • Wellbeing & personal social media • Posters around campus / in schools • Word of mouth • Emails through school channels? 	
<p>Audio visual requirements:</p>	<p>Accessibility considerations: (E.g. wheelchair access, gender neutral toilets, visual considerations etc.)</p> <ol style="list-style-type: none"> 1.) Ensure bin is easily accessible (e.g. ramp/ no steps) 2.) Megaphone? 3.) Print cards on different coloured backgrounds? <ul style="list-style-type: none"> • Think “inclusive”
<p>Sustainability considerations: (E.g. minimal waste, recyclable materials, reduce printing, energy usage etc.)</p>	<p>Timeline: (E.g. X weeks to go, promotion; day before, reminders/final prep)</p> <ul style="list-style-type: none"> • 2 weeks before → Begin promotion? • 1 week before → organise resources / furniture
<p>How often will organisers check in/meet before the event:</p> <ul style="list-style-type: none"> • 3 weeks before → finalising ideas (e.g. checking cards/ sorting giveaways) • 2 weeks before → organising practical elements • 1 week before → furniture/ resource arrangement (e.g. foodbank bin/ banner) • Day of – 1 hour before → set up 	<p>Deadlines:</p> <ul style="list-style-type: none"> • Promo content finished by ____ • Advise assistants on catering at least 2 weeks before • Advise assistants on what will be printed on cards - at least 3 weeks before (allow for printing time)
<p>Do you need to contact any key people to get them on board?</p> <ol style="list-style-type: none"> 1.) Foodbank manager? 2.) Wellbeing assistants? (To help give out?) 	<p>Anything else? E.g. name badges, photos, decoration, signage etc.</p> <ul style="list-style-type: none"> • Get hold of Six Ways banner • Foodbank sign?

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<p>Event/ activity name:</p> <ol style="list-style-type: none"> 1. Walk, talk & mindfulness in the park 2. Gratitude scavenger hunt 	<p>Which way does the event / activity link to?</p> <p>Take notice</p>
<p>Aim of the event: (What would a successful event look like?)</p> <ul style="list-style-type: none"> • 1.) Walk around Alexandra Park, chat (using conversation starters) & finish with mindfulness. • Good turnout. Attendees feel relaxed. • Better understanding of mindfulness • 2.) Meet in ____ park to start hunt • Follow Gratitude scavenger hunt steps: (find something ... that makes you happy/ you will give to someone) 	<p>Date and time of event:</p> <ul style="list-style-type: none"> • Wednesday @10am [DATE]
<p>Target audience & estimated number of attendees:</p> <ul style="list-style-type: none"> • Students looking for relaxation / time out. 15-20? 	<p>Proposed venue:</p> <ul style="list-style-type: none"> • Alexandra Park
<p>Catering: YES/NO - no Details:</p>	<p>Expected cost of event: (If more than £50, please provide a breakdown)</p>
<p>Key contacts/organisers/champions (name and number/email) and what are their roles?</p> <p>1. [NAME]: Find a mindfulness tape (YouTube?) [NAME]: ... [NAME]: ...</p> <p>2. [NAME]: come up with 3 scavenger points [NAME]: come up with 3 scavenger points [NAME]: come up with some poster designs</p>	<p>Room layout AND/OR resources required: (E.g. banners/ furniture/ blankets etc.)</p> <ul style="list-style-type: none"> • 1. Blankets/ rug for mindfulness • Speaker • Printed conversation starters • iPads for feedback? • 2. Printed scavenger hunt sheets?

Things to consider:

<p>How will this event be communicated/advertised? (e.g. posters, social media – if so, which?):</p> <ul style="list-style-type: none"> • Social media (WB & personal accounts) • Posters around campus – in schools • Email through school channels 	
<p>Audio visual requirements:</p> <ul style="list-style-type: none"> • Speaker for mindfulness? 	<p>Accessibility considerations: (E.g. wheelchair access, gender neutral toilets, visual considerations etc.)</p> <p>1 & 2.</p> <ul style="list-style-type: none"> • Visually impaired – buddy up? <p>2.</p> <ul style="list-style-type: none"> • Hearing difficulties – provide headphones?
<p>Sustainability considerations: (E.g. minimal waste, recyclable materials, reduce printing, energy usage etc.)</p>	<p>Timeline: (E.g. X weeks to go, promotion; day before, reminders/final prep)</p> <ul style="list-style-type: none"> • 2 weeks before → Begin promotion? • 1 week before → organise resources / props/ speaker
<p>How often will organisers check in/meet before the event:</p> <ul style="list-style-type: none"> • 2 weeks before → finalising ideas (e.g. route/ choose guided mindfulness) • 1 week before → furniture/ resource arrangement (e.g. props) • Day of – 1 hour before → meet & set up 	<p>Deadlines:</p> <ul style="list-style-type: none"> • Promo content finished by _____ • Finalise route by _____ • Complete event proposal form 2 weeks before event! Finalise scavenger hunt list by _____
<p>Do you need to contact any key people to get them on board?</p> <ul style="list-style-type: none"> • Wellbeing Assistants to attend? 	<p>Anything else? E.g. name badges, photos, decoration, signage etc.</p> <ul style="list-style-type: none"> • Set up hashtag for gratitude scavenger hunt? • Print scavenger hunt? Or online version?

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<p>Event/ activity name:</p> <ol style="list-style-type: none"> 1. Litter pick 2. 3 Parks Challenge 3. I will walk 10,000 steps 	<p>Which way does the event / activity link to?</p> <p>Be Active</p>
<p>Aim of the event: (What would a successful event look like?)</p> <ol style="list-style-type: none"> 1. Picking litter from around campus/ halls. Less litter & active students! 2. Walks around Whitworth/ Alexandra/ Birchfield's parks (over 3 days?) 3. Brisk walk to achieve 10,000 steps – conversation starters? 	<p>Date and time of event:</p> <ol style="list-style-type: none"> 1. Friday @2pm 2. Monday / Tues/ Wed 5pm? 3. Monday evening
<p>Target audience & estimated number of attendees:</p> <ul style="list-style-type: none"> • Environment enthusiasts • People wanting to get active/ socialise 	<p>Proposed venue:</p> <ol style="list-style-type: none"> 1. University grounds/ University halls? 2. Local parks? 3. Up & down Oxford road
<p>Catering: YES/NO Details:</p> <ul style="list-style-type: none"> • Water? 	<p>Expected cost of event: (If more than £50, please provide a breakdown)</p> <p>£10 for compostable cups?</p>
<p>Key contacts/organisers/champions (name and number/email) and what are their roles?:</p> <p>[NAME]: Contact University housekeeping for litter pick devices [NAME]: Plan route for park 1/2/3 [NAME]: Come up with conversation starters [NAME]: plan advertising & design cards</p>	<p>Room layout AND/OR resources required: (E.g. banners/ furniture/ blankets etc.)</p> <ul style="list-style-type: none"> • Printed conversation starters

Things to consider:

<p>How will this event be communicated/advertised? (e.g. posters, social media – if so, which?):</p> <ul style="list-style-type: none"> • Wellbeing & personal social media • Posters around campus / in schools • Word of mouth • Emails through school channels? 	
<p>Audio visual requirements:</p> <p>1. Speaker for music?</p>	<p>Accessibility considerations: (E.g. wheelchair access, gender neutral toilets, visual considerations etc.)</p> <ul style="list-style-type: none"> • Think “inclusive” • Visually impaired “buddy up”?
<p>Sustainability considerations: (E.g. minimal waste, recyclable materials, reduce printing, energy usage etc.)</p>	<p>Timeline: (E.g. X weeks to go, promotion; day before, reminders/final prep)</p> <ul style="list-style-type: none"> • 2 weeks before → Begin promotion? • 1 week before → organise resources / furniture
<p>How often will organisers check in/meet before the event:</p> <ul style="list-style-type: none"> • 3 weeks before → finalising ideas (e.g. times/ venues/ route planning) • 2 weeks before → organising practical elements – meet to complete proposal form?? • 1 week before → furniture/ resource arrangement (e.g. maps/ props) • Day of – 1 hour before → set up 	<p>Deadlines:</p> <ul style="list-style-type: none"> • 2 weeks before – complete event proposal form & finalise routes/ venues • 1 week before → organise resources / props • Promo content completed by _____ • Maps printed?? By _____ • Conversation starters printed by _____
<p>Do you need to contact any key people to get them on board?</p> <p>1. University house services / halls of residence staff?</p> <p>2./ 3. Wellbeing assistants to attend? More WBC to help out?</p> <p>**Sports staff/ volunteers!?!**</p>	<p>Anything else? E.g. name badges, photos, decoration, signage etc.</p> <ul style="list-style-type: none"> • Scope out nearby water refill stations? • Have stations for walk/ 10,000 step challenge • Think about safety if the event is in evening / darker hours → possibly buddy everyone up/ walk in pairs?

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<p>Event/ activity name:</p> <ol style="list-style-type: none"> 1. Lean, green smoothie machine 2. Good night's sleep workshop – find your bed time routine 3. Be Healthy habits 	<p>Which way does the event / activity link to?</p> <p>Be Healthy</p>
<p>Aim of the event: (What would a successful event look like?)</p> <ol style="list-style-type: none"> 1. Make smoothies using the bike-smoothie machine 2. Tips & tricks for a good night's sleep. Eye pillow giveaways/ testing. Complete sleep quiz for good sleep tips? 3. Be healthy habit cards give away – around campus? 	<p>Date and time of event:</p> <ol style="list-style-type: none"> 1. Monday morning 10am [DATE] 2. Tuesday evening / afternoon [DATE] 3. Thursday 2pm [DATE]
<p>Target audience & estimated number of attendees:</p>	<p>Proposed venue:</p> <ol style="list-style-type: none"> 1. IZone (downstairs in Uni Place) 2. The atrium 3. Around campus
<p>Catering: YES/NO Details:</p> <p>Yes – fruit/veg for smoothies</p>	<p>Expected cost of event: (If more than £50, please provide a breakdown)</p> <ol style="list-style-type: none"> 1. £50 for fresh/ frozen fruit & veg & £__ for bike hire
<p>Key contacts/organisers/champions (name and number/email) and what are their roles?</p> <p>e.g. [NAME] – come up with smoothie recipes [NAME] – find sleep quiz [NAME] – NHS / health professional sleep advice [NAME] - 5 healthy habits [NAME] – 5 healthy habits</p>	<p>Room layout AND/OR resources required: (E.g. banners/ furniture/ blankets etc.)</p> <ol style="list-style-type: none"> 1. Fruit/ veg/ other for smoothies 2. "Your sleep routine" printed sheets 3. Habit card printing

Things to consider:

<p>How will this event be communicated/advertised? (e.g. posters, social media – if so, which?):</p> <ul style="list-style-type: none"> • Wellbeing & personal social media • Posters around campus / in schools • Word of mouth • Emails through school channels? 	
<p>Audio visual requirements:</p>	<p>Accessibility considerations: (E.g. wheelchair access, gender neutral toilets, visual considerations etc.)</p> <ul style="list-style-type: none"> • Think “inclusive”
<p>Sustainability considerations: (E.g. minimal waste, recyclable materials, reduce printing, energy usage etc.)</p>	<p>Timeline: (E.g. X weeks to go, promotion; day before, reminders/final prep)</p> <ul style="list-style-type: none"> • 2 weeks before → Begin promotion? • 1 week before → organise resources / furniture • 1 day before → buy ingredients
<p>How often will organisers check in/meet before the event:</p> <ul style="list-style-type: none"> • 3 weeks before → finalising ideas (e.g. checking cards/ sorting giveaways/ ordering resources) • 2 weeks before → organising practical elements (e.g. who’s doing what) • 1 week before → furniture/ resource arrangement (e.g. what do you need for the venue?) • Day of – 1 hour before → set up 	<p>Deadlines:</p> <ul style="list-style-type: none"> • Complete event proposal form at least 2 weeks before • Promo content finished by ____ • Advise assistants on catering at least 2 weeks before • Advise assistants on what will be printed on healthy habit cards – 3 weeks before (allow for printing)
<p>Do you need to contact any key people to get them on board?</p> <ul style="list-style-type: none"> • For bike hire (sport?) • House services staff/ school staff (Wellbeing assistants?) • Sleep research guru? 	<p>Anything else? E.g. name badges, photos, decoration, signage etc.</p> <ul style="list-style-type: none"> • Get hold of Six Ways banner • Allergies! • Sleep event: have signposting information at hand if needed • Giveaways? E.g. herbal calming tea for sleep event

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<p>Event/ activity name:</p> <ul style="list-style-type: none"> • Book/ podcast club • Gallery/ museum trip • Try something new for 30 days • Manchester hidden gem challenge/ event? 	<p>Which way does the event / activity link to?</p> <p>Learn & discover</p>
<p>Aim of the event: (What would a successful event look like?)</p> <ul style="list-style-type: none"> • People discovering more of Manchester • Feeling more comfortable in their surroundings? • Learning & discovering things outside of your degree 	<p>Date and time of event:</p> <ul style="list-style-type: none"> • Book/ podcast club: Wednesday evening @ 6pm (monthly?) • Museum trip: Tuesday @2pm [DATE]
<p>Target audience & estimated number of attendees:</p> <ul style="list-style-type: none"> • People wanting to try something different / challenge themselves • Number of attendees: e.g. 10-15 for book club 	<p>Proposed venue:</p> <ul style="list-style-type: none"> • The atrium • Local museums/ gallery • University sports groups?
<p>Catering: YES/NO Details:</p> <ul style="list-style-type: none"> • Tea & coffee for book/podcast club? 	<p>Expected cost of event: (If more than £50, please provide a breakdown)</p> <ul style="list-style-type: none"> • £15 for tea & coffee
<p>Key contacts/organisers/champions (name and number/email) and what are their roles?</p> <p>[NAME]: find a book/ podcast [NAME]: organise the venue for book/podcast club [NAME]: organise necessary furniture</p>	<p>Room layout AND/OR resources required: (E.g. banners/ furniture/ blankets etc.)</p> <ul style="list-style-type: none"> • Book/podcast club: circle of chairs with blankets

Things to consider:

<p>How will this event be communicated/ advertised? (E.g. posters, social media – if so, which?):</p> <ul style="list-style-type: none"> • WB & personal social media • Posters • Email through school channels? • Peer support channels? 	
<p>Audio visual requirements:</p> <ul style="list-style-type: none"> • Speaker for podcast 	<p>Accessibility considerations: (E.g. wheelchair access, gender neutral toilets, visual considerations etc.)</p> <ul style="list-style-type: none"> • Think “inclusive” • Headphones for hearing impaired? • Use “buddy up” system for trips
<p>Sustainability considerations: (E.g. minimal waste, recyclable materials, reduce printing, energy usage etc.)</p>	<p>Timeline: (E.g. X weeks to go, promotion; day before, reminders/final prep)</p> <ul style="list-style-type: none"> • 2 weeks before → Begin promotion? • 1 week before → organise resources / props/ speaker
<p>How often will organisers check in/meet before the event:</p> <ul style="list-style-type: none"> • 3 weeks before → discuss initial ideas • 2 weeks before → discuss who’s doing what/ what needs done – finalise deadlines • 1 week before → finalise arrangements (e.g. furniture / contacts / props) 	<p>Deadlines:</p> <ul style="list-style-type: none"> • Promo content finished by _____ • Complete event proposal form at least 2 weeks before • Finalise initial book/podcast selection by _____ • Confirm Manchester hidden gem list by _____
<p>Do you need to contact any key people to get them on board?</p> <ul style="list-style-type: none"> • University House Services (when using University spaces in evening) • Wellbeing Assistants to attend? • Museum/ gallery staff? • Sports staff/ volunteers 	<p>Anything else? E.g. name badges, photos, decoration, signage etc.</p> <ul style="list-style-type: none"> • Six Ways banner? • Set up social media hashtag? • Instagram takeover?