

# Best Event Application Form

* All application forms must be typed. Handwritten applications will not be accepted.
* Three printed copies of this application must be provided to the adjudicating panel by the deadline.
* A copy of this application form must be uploaded to your online application portal.
* Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
* Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.

# Marking Scheme

* Each application is marked by three separate. The marks listed throughout refer to the marks each individual adjudicator awards.
* The Best Event marking scheme consists of a total of 200 marks. This is divided as follows:
  + **Application form**: consists of four sections (*organisation and events, finance, publicity, and other*) with multiple questions worth 90 marks,
  + **Portfolio**: a mandatory portfolio of supporting documents worth 10 marks.
  + **Interview**: an interview worth 90 marks.
  + **Discretionary marks**: for overall impression worth 10 marks.

**GOOD LUCK!**

**Background Information**

|  |
| --- |
| **Name of Event** |
|  |

|  |
| --- |
| **Name of Society** |
|  |

|  |
| --- |
| **College** |
|  |

|  |
| --- |
| **Name of person submitting** |
|  |
| **Phone Number** |
|  |
| **Email Address** |
|  |

|  |
| --- |
| **Number of members in the society** |
|  |

|  |
| --- |
| **Did the event take place over a single day or multiple days. In the case of multiple days please state how many days.** |
|  |

|  |
| --- |
| **Please detail the society’s aims and objectives.** |
| *Tips: These should be the aims and objectives as outlined in the society’s constitution.* |
|  |

|  |
| --- |
| **Please provide a brief summary of the event.** |
|  |

|  |
| --- |
| **Who was the target audience for the event?** |
|  |

**PLEASE PROCEED TO SECTION 1**

**Section 1: Organisation**

*Total marks: 45*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.x*

|  |
| --- |
| **1.1 How many society members were involved in organising the event?** (*5 Marks)* |
| *Tips: Please detail each member involved in organising the event and the role that each of these played in the organisation and execution of the event.* |
|  |

|  |
| --- |
| **1.2 How many people attended, participated in, and/or benefited from the event?**  (*5 Marks)* |
|  |

|  |
| --- |
| **1.3 Please detail the challenges faced in the organisation and execution of the event.** (*5 Marks)* |
|  |

|  |
| --- |
| **1.4 What makes your event original? Do you know of a similar event being organised before either in your own college or another and what made your event stand out from these? Outline the creativity and innovation of the event.** (*10 Marks)* |
|  |

|  |
| --- |
| **1.5 How did this event benefit the society’s members?** (7 *Marks)* |
|  |

|  |
| --- |
| **1.6 How did this event fulfill the society’s aims and objectives?** (*7 Marks)* |
| *Please make specific reference to the aims and objectives listed in the society’s constitution.* |
|  |

|  |
| --- |
| **1.7 How did this event contribute to campus life?** (6 *Marks)* |
|  |

**PLEASE PROCEED TO SECTION 2**

**Section 2: Finance**

*Total marks: 25*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.* ***It is mandatory to include the following in your portfolio: Bank statements if available, otherwise confirmation letter from Societies’ Officer that your balance sheet is accurate; Letter from Societies’ Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.***

|  |
| --- |
| **2.1 Details of income and expenditure for the event?** (*5 Marks)* |
| *Tips: Copy and paste a complete balance sheet of both income and expenditure below and detail afterwards when necessary.* |
|  |

|  |
| --- |
| **2.2 Describe the methods of financial oversight for organizing the event and how you financially managed and budgeted for your event.** (*10 Marks)* |
| *Tips: Please copy and paste a complete version of the budget that you initially planned before detailing the success of that budget and how you managed your finances* |
|  |

|  |
| --- |
| **2.3 Please provide details of the success and innovation in securing funding for the running of the event.** (*10 Marks)* |
| *Tips: In your response please include the percentage of your income that was achieved via fundraising for the event, grants, and sponsorship.* |
|  |

**PLEASE PROCEED TO SECTION 3**

**Section 3: Publicity**

*Total marks: 20*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.*

|  |
| --- |
| **3.1 Please give details of the creativity, innovation and variety of methods used to promote event?** (*10 Marks)* |
| *Tips: It is important to detail variety of publicity methods used as well as the creativity and innovation of the publicity utilised.* |
|  |

|  |
| --- |
| **3.2 Please detail the success of the publicity in raising the profile of the event and the society both on and off campus.** (10 *Marks)* |
| *Tips: It might be useful to break your answer to this question into two parts, namely: ‘Profile of the Event’, and ‘Profile of the Society’.* |
|  |

**PLEASE PROCEED TO SECTION 4**

**Section 4: Other**

*Please read the question carefully and answer what is asked. Please note the word limit.*

|  |
| --- |
| **4.1 What would it mean to the society to win this award and why do you feel the society merits the award?** |
| *Note: While there are no specific marks for this section it will inform the discretionary marks awarded. There is a word limit of 250 words on this answer.* |
|  |

|  |
| --- |
| **4.2 Any other information which you believe should be included.** |
| *Note: There are no marks for this question, it is merely for crucial information which hasn’t been covered in other sections that you feel is of vital importance to your application. It is not necessary to fill in this box.* |
|  |

**Please Note:**

* There will be an additional 10 marks for your portfolio, 90 marks for your interview and the adjudicators will also award 10 discretionary marks for overall impression.