

# Best Event Application Form

* All application forms must be typed. Handwritten applications will not be accepted.
* A copy of this application form must be uploaded as per instructions.
* 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 award 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. Read and answer the questions, do not repeat yourself, brevity is appreciated by the adjudicators, however don’t leave anything important out. Uploading your application as a shared word doc in Google Drive is a good idea so that more than one person can work on it. Spell and grammar check and read and answer the questions. **Note and adhere to the word count as the judges will only read up to that amount.** (Note: you do not need to meet the word count, just don't exceed it).
* **Your application will be printed for the adjudicators so include all hyperlinks in your appendix.**
* Save your application as a PDF for uploading.

# Marking Scheme

* The Best Society Event application consists of a total of 100 marks. This is divided as follows:

**Application form**: consists of one section (*nomination*) with multiple questions (90 marks)

***Supporting Documentation***  (10 marks)

* + **Portfolio**: a mandatory portfolio of supporting documents.   
    Note: Your portfolio can take any form but they need to be portable. This is visual so avoid too many words. You are welcome to submit a virtual portfolio
  + **Appendix** This is a set list of requirements which will be submitted virtually so all links can be opened by the adjudicators

**Interview (90)**

The adjudicators will re-mark the questions in the application form after the interview.

**Discretionary marks**: for overall impression (10 marks)

*The marks from the application and the interview are added together and divided by two to give your final mark out of one hundred.*

**Appendix**

*What is needed in the Appendix, check individual questions for tips. Save as PDF and upload make sure all hyperlinks work.*

**Organisation**

* List of your committee name and Position/role
* List of events chronologically can be taken from calendar
* Hyperlink to Society Website or profile
* Constitution full doc for link to constitution
* Annual Safety Statement (if available)

**Finance**

* All Income
* All Expenditure
* Bank statements or letter from societies officer to confirm finance is correct

**Publicity**

* Hyperlinks to
* All social media
* Videos
* Links to any local or national media

**GOOD LUCK!**

The adjudicators are looking forward to meeting you and really want to give you marks, so please give them as much info as possible to give yourselves the best chance.

**Background Information**

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| **Name of Event** |
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| **Name of Society/ies submitting this application.** |
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| **College/ campus** |
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| **Name of person submitting** |
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| **Phone Number** |
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| **Email Address** |
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| **Number of members in the society** |
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| **Number of Students in Your college/Campus** |
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| **% of student in your college/campus in your society** |
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Tips for Portfolio at [this link](https://www.bics.ie/awards-online-portfolios)

Appendix Requirements at this link  
Note your appendix must be submitted digitally in pdf format with live links

**Note: Max word count** is the maximum number of words allowed. It is not a target, if you can communicate your points in fewer words please do.

**PLEASE PROCEED TO SECTION 1**

**Section 1: Organisation**

*Total marks: 50*

*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. Formatting your answers is important, to ensure that the information you are giving is in the easiest format to read. Things like bullet points, underlining and bolding can be very useful.*

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| **1.1 Did the event take place over a single day or multiple days. In the case of multiple days please state how many days.** |
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| **1.2 Please provide a description of the event. (Max words 800)** |
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| **1.3** Please detail the society's aims and objectives and how the event fulfilled these  **(Max words 500)** (*8 Marks)* |
| *Tips: These should be the aims and objectives as outlined in the society’s constitution. Please show how the event fulfilled some or all of these objectives. Bold the objective then answer the question under each objective.*  ***Appendix****: Include your constitution or link to your constitution.* |
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| **1.4 Who was the target audience for the event?** |

*tick all that apply:*

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| --- | --- |
| *Your Members* |  |
| *Students in your college* |  |
| *Staff in your college* |  |
| *Students of other Colleges* |  |
| *Members of the public* |  |
| *Others please specify (ie was there a charity that benefited or any other interest group)* | |
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| **1.5 How many people attended, participated in, and/or benefited from the event?**  (*7 Marks)* **(Max words 200)** |
| *Tips: Ensure you detail all the different cohorts of people who attended including committee, members, members of the public and staff. This can be a list with numbers.* |
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| **1.6 How did this event benefit the society’s members and contribute to student life?**  **Did it contribute to the wider community?**  (7 *Marks)* **(Max words 600)** |
| *Tips: details benefits to your target audience as outlined in 1.4. (note it is not a requirement that your event benefited the wider community if this was not the aim of the event)* |
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| **1.7 How many society members were involved in organising the event?** (*8 Marks)*  **(Max words 400)** |
| *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.* |
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| **1.8 Outline the creativity and innovation of the event.**  What makes your event original?  Do you know of a similar event being organised before either in your own college or another?  If it is a recurring event did you do anything new this year?  What made your event stand out from these?(*10 Marks)* **(Max words 600)** |
| *Tips: Take these questions individually. Give the judges reasons as to why your event is different from or improved on other events.* |
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| **1.9 Please detail the challenges faced in the organisation and execution of the event.**  (*5 Marks)* **(Max words 400)** |
| *Tips: Focus on how you overcame these challenges.* |
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| **1.10 Does your society plan to run this event next year? If yes what plans are in place for continuity, if no, please elaborate.?** (5 *Marks)* **(Max words 400)** |
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**PLEASE PROCEED TO SECTION 2**

**Section 2: Finance**

*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.* ***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.***

Click here for [Finance Tips](https://www.bics.ie/finance)

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| **2.1 Details of income and expenditure?** (*5 Marks)* **(Max words 300)** |
| *Tips: Copy and paste a complete balance sheet of both income and expenditure of your event below and detail afterwards when necessary. Make sure that this is legible for the judges, if you are unsure how to format it, ask your societies’ officer.* |
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| **2.2 Describe how you managed your finances this year.** (*5 Marks)* **(Max words 300)** |
| *Tips: Tell the judges about how you manage your accounts, and who does it.* |
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| **2.3 Please provide details of the success and methods of securing funds for the running of your event.** (*10 Marks)* **(Max words 500)** |
| *Tips: In your response, please include the percentage of your income that was achieved via fundraising for the society, grants, and sponsorship. This doesn’t exclusively mean money received, it can also be donations of food or venue hire that saved you some costs for events. Have you acquired any other non-monetary resources the society can use next year, if yes detail them. Mention any attempts you made that were unsuccessful in gaining sponsorship.*  *P****ortfolio*** *include letters/emails to sponsors and if you have them photos of any non-monetary acquisitions.* |
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**PLEASE PROCEED TO SECTION 3**

**Section 3: Communication, Engagement & 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.*

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| **3.1 Please outline all aspects (both digital and non-digital) of your communication and publicity of this event.** (*20 Marks)* **(max 1000 words)** |
| *Tips: This question seeks to understand how the event was promoted, and how successful this was.*  ***What variety of methods you used.***  *In Bullet Points list all the methods (Remember to include on line, print, media etc)*  *Then where relevant provide the following information.*  *- How you used each method i.e reach, insights etc.*   * *How did you make your event stand out?* * *Was this reflected in engagement and attendance at your event?* * *How did it raise the profile of your society both on and off campus?* * *Do you think there was anything novel in how you promoted your event?*   ***Appendix:*** *links to your social media, website, videos. Include links/handles (no screen grabs needed) your appendix is a pdf so will include live links)*  ***Portfolio:*** *include anything you cannot share via a link in your portfolio.* |
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**Section 4: Additional information (Optional)**

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| **4.1 Have you any additional information not already provided that you would like to share with the Adjudicators (Max 100 words)** |
| *If you have provided all the information in the form already there is no need to fill in this section.* |
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