Student Activities Awards 2023/24



‘SOCIETY EVENT OF THE YEAR’ 2023/24

**Notes for Applicants**

The ‘Society Event of the Year ‘Award is presented to a society that exceeds both normal expectations and the standards set by other applicants in hosting a highly successful event which has been planned, organised and publicised to a high standard.

It is important that applicants:

* Clearly and concisely state the reasons why they fulfill the different criteria for the ‘Society Event of the Year’ Award.
* Provide clear evidence for their statements in the form of concise and verifiable examples, relevant documents, relevant data, etc. - please feel free to submit a separate portfolio or attach additional sheets, as necessary.
* **The deadline for this application is 25th March 2024 at 12pm midday.**

Please note that for the purposes of the 2023/24 Society Awards, events, activities and achievements from Summer Term 2023 to Spring Term 2024 will be taken into account.

**Applicants should not exceed the word per section limits, stated below – applications that exceed the word count will be cut off from the point the word limit is exceeded, and this content will not be regarded, as it is important that all applicants have an equal opportunity to present their case. The use of bullet points is recommended.**

**Name of Event ………………………………………………………………………………………………….**

**Date of Event ………………………… Venue …………………………………….……………**

**Name of Society ………………………………………………………………………………………………….**

**Name & Executive Position of Applicant ……………………………………………………………………**

**……………………………………………………………………………………………………………………….**

**Remember, the panel will look for clear evidence that your society has substantially exceeded both normal expectations and the standards set by other applicants in these areas.**

**ATTENDANCE**

How many people attended or participated in your event, and how many of these were members of your society?

**Total ………………………………………. Members …………………………………….**

**FINANCE**

Please provide a comprehensive breakdown of costs incurred and any income generated in connection with this event as an attachment to this application. Please note below if your event was free and there isn’t any income.

**Total costs** ……………………............ **Total income ………………………………..**

**ORGANISATION (MAXIMUM TOTAL 500 WORDS THIS SECTION)**

How did your society approach the responsibility of organising this event, and what impact did this have? If you experienced challenges at any point during the planning or execution of your event, how did you overcome them?

**BENEFITS OF YOUR EVENT (MAXIMUM TOTAL 500 WORDS THIS SECTION)**

What did your members gain from this event, and what do you believe made the event a success?

**PROMOTION AND PUBLICITY (MAXIMUM TOTAL 500 WORDS THIS SECTION)**

How did your society promote this event before it took place?

***Please read over your application carefully. Make sure that you have included all the information you want the panel to consider, and that you have attached evidence to support your statements, as you will not be able to add information or submit additional evidence afterwards. If you submit any pictures as evidence and would be happy for them to be shown at this year’s Student Activities Awards please tick the box.*** [ ]

***Applicant’s Signature ………………………….…. Date ………………………..***

***President’s Signature ……………………………… Date ………………………...***

Once completed, please email this application to susocs@essex.ac.uk with the subject title **“*\*Society Name\* Application for Event of the Year Award – Student Activities Awards 2023/24”***