



## Club Initiative REQUEST FORM V1 March 2020

CLUB AND INITIATIVE DETAILS - A minimum of 10 days' notice is required for all online events/initiatives	
Club Name: If a joint club initiative, list all clubs	
Online Event/Initiative Title	
Purpose of Initiative/Online Event	
Who can attend this event?	<input type="checkbox"/> OPEN TO ALL <input type="checkbox"/> CLUB MEMBERS ONLY
Target number of students to engage	
Description of planned Initiative	
What describes your Initiative the best?	Online Event - Once Off      Initiative / Other - Once Off Online Event - Series      Initiative / Other - Ongoing
Event date/s: Event start time/s: Event finish time/s: *10 days minimum notice required*	

TICKET PRICES - Events must have a price differential for DUSA and Non DUSA members of 30-50%, LEAVE BLANK IF NOT CHARGING.	
Club Members	
DUSA Members	
All Others	
How will you be selling tickets? E.g. QPay	

EVENT PROMOTION	Please provide any copies of drafted collateral - Include DUSA Logos where possible.
How will you promote the Online Event/Initiative?	
What platform/s will be used to host this event? E.g. Zoom, Kahoot	
How will you track engagement/attendees?	

GUEST SPEAKERS OR EXTERNAL PROVIDERS	
Is this event being held in conjunction with an external provider or organisation outside of Deakin, a club sponsor or a guest speaker?	
<input type="checkbox"/> YES - Please provide name of organisation or guest speaker below: _____	
<input type="checkbox"/> NO	

EVENT MANAGER / CLUB CONTACT PERSON	
Contact Name	
Email	



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### DUSA RISK ASSESSMENT

Have you completed and attached the standard **DUSA Risk Assessment**?      YES      NO, if no please complete below.

Identified Risks	Identified Mitigation Strategies
E.g. Non-Members dialling in Behavioural issue with attendee Low/no RSVPs Issues with internet/platform to host event Last minute cancellation by host or speaker Minimal engagement during event	

### BUDGET / Planned Expenditure Template - leave blank if not relevant.

INCOME - If any	Expenditure - If any
Total Income (Including Sponsorship)	Total Expenditure
Total Event Profit (Income minus Expenses)	

**Note on T1 Grants :** Club Grant Applications – Please note that club grant applications must be geared towards providing a service or initiative in the current online DUSA setting. Any grants pertaining to physical items/physical events should be held off until T2 or once restrictions regarding physical gatherings have been uplifted.

