Student Activities Awards 2024/25



‘SOCIETY EVENT OF THE YEAR’ 2024/25

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

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

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

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

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

**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.

### **How to Apply:**

* Clearly explain how your society meets the award criteria.
* Provide concise and verifiable evidence (examples, documents, data, etc.). You may attach additional sheets or submit a portfolio if needed.
* Stick to the word limits (500 words per section) - extra content beyond the limit will not be considered. Bullet points are recommended.

**Deadline:** **31st March at 10:00 AM**
**Eligibility:** Activities from Summer Term 2024 – Spring Term 2025 will be considered.

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 2024/25”***

### **Application Sections (Max 500 words per section):**

1. **ATTENDANCE**
2. How many people attended or participated in your event, and how many of these were members of your society?

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

1. **FINANCE**
2. Did you charge an entry fee for your event?
3. How did your society plan and manage the budget for this event? Please describe the budgeting process and how you ensured costs stayed within the planned budget.

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

1. **ORGANISATION**
2. Explain how your society organised the event and the impact of your efforts. What challenges did you face, and how did you overcome them?
3. **PROMOTION AND PUBLICITY**

1. How did your society promote the event before it happened? How much time and effort went into the promotion?
2. **IMPACT AND SUCCESS OF YOUR EVENT**
3. What was the impact of the event to your members?
4. What made it successful? Please include any member feedback you received.
5. **LONG TERM IMPACT**

How did the event contribute to your society’s sense of community for the rest of the academic year and beyond? What long-term impact did it have?

### **Reminder:**

The panel will look for **clear evidence** that your society has significantly exceeded expectations in all areas.

Review your application carefully to ensure all necessary information and evidence are included, as no changes can be made after the deadline. If you submit pictures and consent to their use at the Societies 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 2024/25”***