



**Application Criteria:**

- Event must be inclusive and cater for the broad membership of the relevant club or student society
- The Club/Society must be affiliated with the GSA or University of Melbourne Student Union (UMSU)
- The event/ activity complies with either GSA or UMSU Clubs and Societies regulations
- Enhance the reputation of Bachelor of Design or Melbourne School of Design students in the University community and/or the wider community

**CLUB/SOCIETIES DETAILS**

**Club Name (in full):**

**Contact Name & Executive Position:**

**Email & Phone number:**

**Purpose**

Indicate the purpose of the event and how it will enhance the reputation of ABP students in the University community/ or the wider community;

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<https://staff.unimelb.edu.au/campus-maps-facilities/booking-venues/book-campus-grounds>

**Describe the Event/Activity:**

- Expected number of participants: \_\_\_\_\_
- Date, start time, end time: \_\_\_\_\_
- Venue \_\_\_\_\_
- Equipment needed (i.e. trestle tables, lectern, microphone, table cloths, glasses etc.) Where possible, ABP will provide equipment at no cost. Some equipment may need to be hired from [Venue Management](#) or a catering company.
- Will alcohol be served? YES/NO \*If yes, you will need to complete the [University Events involving Alcohol: Management and Safety Checklist](#) and provide copies of at least two Responsible Service of Alcohol certificates of club members/wait staff who will serve alcohol.

**OHS Requirements**

To ensure that event planning is carried out in accordance with University of Melbourne OHS requirements, students from Clubs and Societies who are responsible for planning and supervising events may need to complete appropriate on-line training.

Please list the committee members below that will be responsible for planning and running the proposed event. These members must agree undertake up to [3 on-line training modules](#) each of which take ~30 mins to complete.

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**Expenses**

Details of expenditure (cost of event) Invoices and quotes required (please attach to application).

Please indicate how much funding you are requesting from the Faculty;

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**PRINTING** – Large print jobs (50+ copies) - 5 working days’ notice

Small print jobs (<50 copies) - 3 working days’ notice

Large print jobs will need to be outsourced to an external printer such as Quick Copy. The costs of these print jobs will come out of the Student Centre club budget.

Please specify the following:

- Paper Size: (A4, A3 etc.) \_\_\_\_\_
- Number of copies: \_\_\_\_\_
- Colour/Black & White: \_\_\_\_\_
- Date printing needed: \_\_\_\_\_



Please consider the environment. Invitations to events should be sent via email.

Completed applications will be assessed by the MSD Student Programs Team within 5 working days of receipt. If your application is successful, payment must be made directly to the Student Club or Society bank account.

For further information, please contact [MSD-StudentPrograms@unimelb.edu.au](mailto:MSD-StudentPrograms@unimelb.edu.au).



**msd**  
Melbourne  
School of Design

**B Des**  
Bachelor of  
Design

FACULTY OF  
ARCHITECTURE,  
BUILDING AND  
PLANNING  
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