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| Society Name: | Click here to enter text. |
| Event Name: | Click here to enter text. |
| Event Date : | Click here to enter text. |
| Event Organiser: | Click here to enter text. |

Download a copy of the LSE Society Event Declaration Form

Provisionally book rehearsals and the show dates through: [LSE.Roombookings@lse.ac.uk](mailto:LSE.Roombookings@lse.ac.uk)

If required ask [LSE.Roombookings@lse.ac.uk](mailto:LSE.Roombookings@lse.ac.uk) for available training session times

Arrange training for the SU Lighting and Sound equipment through the Students Union

Enquire if able to loan any additional equipment from the Music Society

Arrange for a minimum of 6 stewards to cover your event add their details to the Declaration form.

Meet with the stewards to discuss responsibilities please include the following items:

Read through the Old Theatre Emergency Procedures together

Read through the steward briefing document together

If your event is open to the public (Any Non-LSE attendees/participants) arrange to use the SU Ticketing system

Complete the LSE Society Event Declaration form and return to [LSE.Roombookings@lse.ac.uk](mailto:LSE.Roombookings@lse.ac.uk)

Meet with Room Bookings Office to discuss requirements and health and safety of your event

Provide a prop list to the Room Bookings Office

Complete a SU Risk Assessment form and submit to the Room Bookings Office and the SU

If your event is at the weekend, send your list of attendees to LSE Security and leave a copy at the Old Building reception desk. Please include the date and time of the event on the document.