



Running a Give it a Go Event

Project Overview	
Project Name	'Club or Society Name' Give-it-a-Go Session
Project Lead	'Club or Society Exec Name'
Describe your project. Keep it short and to the point.	Why are you running a Give it a Go event?

This will allow you to clearly outline what you'd like to achieve from your GIAG session. With a GIAG session, the goals are usually to put your club on the map for any members that may be looking to try something new, or may have missed you at the beginning of the year. Try and think of other new and innovative aims and audiences for different reasons!

Project Details		
Target Audience Who is this project for? Be as specific as possible.	Potential New Club or Society Members	
Aims How will you measure success?	Will it be measured by new members joining? How many people do you aim to reach/engage? Think of inclusivity...	
Project Timeline What will happen when? Think about the very early stages; identify dates and times etc. and then everything you need to ensure that you reach the final destination	Activity	Date
	Example <i>Treasurer to write a blog to promote the session</i>	Example <i>14/03/2043</i>

Partners & Stakeholders Are we working with the University or an external organisation? Outline how they are involved in the project. Add their contact details if known.	Do you need anything from the SU? Who needs to be involved? Coaches/Leisure centres?
Useful References Resources, tools and or references.	Is there anything you can link to? Facebook group or events? Website events?
Barriers Outline any potential barriers in delivering the project, and how to overcome them.	Think of what could stop people engaging Think of what might hinder you getting optimal results
Initial Plan Approved by:	This needs to be approved by your Student Ops Coordinator.

This actions timeline is useful to outline the requirements of different members of the group and where you need to collaborate with the SU and committee members. This gives you a solid plan to work towards and ensures that you stay on track to achieve your goal.

Actions Timeline

A tool for the project lead to use. Chronologically list actions working backwards here.

[illegible]



- This part of the process is very important in ensuring that you have enough money to run your GIAG session
 - The SU can support you through this process and can assist with the procurement of training facilities to host the session, but this will need to be outlined in the budget
- You can get a statement of your account at any time, showing the balance of your funds
- No club or society to have their own bank account
- All club/soc money is kept in a separate TSDSU bank account with HSBC

Budget & Resources

Outline any resources you need or any items you need to purchase. Try to include costings.

Use of Existing Equipment <i>What you'll be using that you currently own</i>		
New Purchases <i>Will you need to get anything additionally to run the session?</i>	Item	Price
Venue Hire	Where you'd like to hold the event? <i>Example</i> <i>Sports Centre/LC2/Lampeter Town Football Pitch</i>	
Initial Budget Approved by:		

Risk Assessment

Risk Assessment.

Does this project require a risk assessment? Have you completed it? Upload the risk assessment to SharePoint and input the URL.

Approved by



Our design and comms team are the linchpin to ensuring that all projects look brilliant to all UWTSD students. In order to be able to design posters/social media posts they MUST know what you need. If you have any design requests, this is the place to put them. You must request these with enough time; typically you will need to give the design team at least 2 months to create the assets you require.

Design & Comms	
Please discuss your needs with a design team member.	
Brief	Link
Comms plan	Link
Approved by	

It's beneficial for your club to review the GIAG activity once it's complete to better understand what you can do for next time to improve it. This document will also allow other members, that may be committee members in the following years, to understand the pros and cons of the project.

Post-GIAG Review

How did it go?	
Notes for next time.	
Interesting stats	