



PROPOSED UJ EVENT OVERVIEW TEMPLATE

- o Event title:**
- o Venue (has it be confirmed):** **by Whom:**
- o Name of the Venue and Campus:**
- o Venue Capacity:**
- o Exact date of the event:**
- o Date request submitted:**
- o Exact beginning and ending times:**
- o Crowd size:**
- o System of invitation (Tickets/RSVP/Guest List/Other Specify):**
- o Crowd composition (Children, Elderly, Professionals, Political, etc.):**
- o Any VIP/Minister/High Profile Person/MP or International Guest/s:**
- o Activities/programme:**
- o Any catering involved:**
- o What are the risks anticipated:**
- o Any Parking required:**
- o Name of your nominated person to communicate with in terms of event plans:**
- o Authorised by: (Title, Name and Contact Number/email) ELG Member of the Department/Faculty:**

NB: Once this is completed, it should be forwarded at least 2 weeks (internal event without VIPs and prominent guests) and 4 weeks (for all external event) before the start of the event in terms of the UJ Event SOPS to the office of the Event Risk Manager for event risk advice.