

# Best Event Application Form

* All application forms must be typed. Handwritten applications will not be accepted.
* A copy of this application form must be uploaded as per instructions.
* Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators award marks for facts above all else so make use of bullet points, etc. when appropriate.
* Please read through the nomination form in its entirety before filling it out. Read and answer the questions, do not repeat yourself, brevity is appreciated by the adjudicators, however don’t leave anything important out. Uploading your application as a shared word doc in Google Drive is a good idea so that more than one person can work on it. Spell and grammar check and read and answer the questions. **Note and adhere to the word count as the judges will only read up to that amount.** (Note: you do not need to meet the word count, just don't exceed it).If using any Hyperlinks make sure they are working and save as a PDF for uploading.

# Marking Scheme

* The Best Society Event application consists of a total of 100 marks. This is divided as follows:

**Application form**: consists of one section (*nomination*) with multiple questions (85 marks)

 ***Supporting Documentation***

* + **Portfolio**: a mandatory portfolio of supporting documents.
	Note: Your portfolio can take any form but they need to be portable. This is visual so avoid too many words. (10 marks)

**Discretionary marks**: for overall impression (5 marks)

**GOOD LUCK!**

**Background Information**

| **Name of Event** |
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| **Name of Society** |
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| **College** |
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| **Name of person submitting** |
| --- |
|  |
| **Phone Number** |
|  |
| **Email Address** |
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| **Number of members in the society** |
| --- |
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Tips for Portfolio at [this link](https://www.bics.ie/awards-online-portfolios)

**PLEASE PROCEED TO SECTION 1**

**Section 1: Organisation**

*Total marks: 45*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. Formatting your answers is important, to ensure that the information you are giving is in the easiest format to read. Things like bullet points, underlining and bolding can be very useful.*

| **1.1 Did the event take place over a single day or multiple days. In the case of multiple days please state how many days.** |
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| **1.2 Please detail the society’s aims and objectives. (Max words 200)** |
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| *Tips: These should be the aims and objectives i.e what you set out to achieve or as outlined in the society’s constitution.*  |
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| **1.3 Please provide a description of the event. (Max words 800)** |
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| **1.4 Who was the target audience for the event? (Max words 200)** |
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| **1.5 How did this event fulfill the society’s aims and objectives?** (*8 Marks)*  **(Max words 600)** |
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| *Please make specific reference to the aims and objectives listed in the society’s constitution. List the aims and directly link ways the event helped achieve them.* |
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| **1.6 How many society members were involved in organising the event?** (*5 Marks)*  **(Max words 400)** |
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| *Tips: Please detail each member involved in organising the event and the role that each of these played in the organisation and execution of the event.* |
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| **1.7 How many people attended, participated in, and/or benefited from the event?** (*5 Marks)* **(Max words 400)** |
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| *Tips: Ensure you detail all the different cohorts of people who attended including committee, members, members of the public and staff.* |
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| **1.8 Please detail the challenges faced in the organisation and execution of the event.** (*5 Marks)* **(Max words 400)** |
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| *Tips: Also include how your overcame these challenges.* |
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| **1.9 Creativity and Innovation.** (*10 Marks)* **(Max words 900)** |
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| *Tips: Take these questions individually. Give the judges reasons as to why your event is different from all other events.* |
| **What makes your event original? Do you know of a similar event being organised before either in your own college or another?** (Marks 2) **(Max words 200)** |
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| **What made your event stand out from these?** (Marks 3) **(Max words 300)** |
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| **Outline the creativity and innovation of the event.** (Marks 5) **(Max words 400)** |
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| **1.10 How did this event benefit the society’s members and contribute to student life?** (7 *Marks)* **(Max words 600)** |
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| **1.11 Does your society plan to run this event next year if yes what plans are in place for continuity, if no please elaborate.?** (5 *Marks)* **(Max words 400)** |
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**PLEASE PROCEED TO SECTION 2**

**Section 2: Finance**

*Total marks: 20*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.* ***It is mandatory to include the following in your portfolio: Bank statements if available, otherwise confirmation letter from Societies’ Officer that your balance sheet is accurate; Letter from Societies’ Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.***

Click here for [Finance Tips](https://www.bics.ie/finance)

| **2.1 Details of income and expenditure?** (*5 Marks)* **(Max words 300)** |
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| *Tips: Copy and paste a complete balance sheet of both income and expenditure of your event below and detail afterwards when necessary. Make sure that this is legible for the judges, if you are unsure how to format it, ask your societies’ officer.* |
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| **2.2 Describe how you managed your finances this year.** (*5 Marks)* **(Max words 300)** |
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| *Tips: Tell the judges about how you manage your accounts, and who does it.* |
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| **2.3 Please provide details of the success and methods of securing funds for the running of your event.** (*10 Marks)* **(Max words 500)** |
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| *Tips: In your response please include the percentage of your income that was achieved via fundraising for the society, grants, and sponsorship. This doesn’t exclusively mean money received, it can also be donations of food or venue hire that saved you some costs for events.* |
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**PLEASE PROCEED TO SECTION 3**

**Section 3: Communication, Engagement & Publicity**

*Total marks: 20*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.*

| **3.1 Please give details of the creativity, innovation and variety of methods used to promote event?** (*10 Marks)* **(Max 600 words)** |
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| *Tips: It is important to detail variety of publicity methods used as well as the creativity and innovation of the publicity utilised.* |
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| **3.2 Please detail the success of the publicity in raising the profile of the event and the society both to your members and wider community.** (10 *Marks)* **(Max 600 words)** |
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| *Tips: It might be useful to break your answer to this question into two parts, namely: ‘Profile of the Event’, and ‘Profile of the Society’. Be sure to include examples in your portfolio.* |
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