UNIVERSITY OF ST ANDREWS STUDENTS ASSOCIATION

**Ents User Sheet for Affiliated Groups**

**If you haven’t already done so please think about the below questions and have your answers ready for your Ents Users Meeting. Email ents@ with further questions**

*\*\*You****must****attend the Ents user group meeting at least two weeks prior to your event if you have any technical, equipment, DJ or special requirements.  Meetings are held on Wednesdays at 13.00 in the Meeting Room.\*\**

Event Details

Event Name:

Society Responsible:

Description:

Contact Person

Name:

Role:

Email:

Venue Details

Venue:

Date:

Event Start Time:

Event End Time:

Booking Start Time:

Booking End Time:

Additional Bookings:

Technical Specifications

Expected Numbers:

Seating:

Sound:

Lighting:

Projections:

Decorations:

Other:

Entertainers

Description:

Names and Contact Details:

Additional Information