



Societies Sign Up Day

Week 1 – Wednesday 14th

Helpful Hints:

1. **BE AS VISUAL AS POSSIBLE!** Looking at your stand should let people know what your society is all about – use pictures, posters, props, displays, videos.
2. **HAVE A PLAN** - Book a time and venue for your 1ST meeting. Put these details on a flyer to hand out at the stand.

Week 1 – Societies Day

Week 2 – AGM (elect committee)

Week 3 – Budget Meeting (meet with societies board members to propose plans for the year and outline funds required)

On Societies Day you will provide with:

- ✓ Sign-up sheets to record new members information. Or bring a laptop for people to fill in their details directly to the texting excel sheet.
- ✓ Blue panel for behind your table to display posters/signs on.
- ✓ Access to societies office resources e.g. coloured paper/ scissors / colour printer
- ✓ Access to electrical plugs for laptops
- ✓ Table and 2 chairs
- ✓ Some lollipops and jellies for your members who sign up
- ✓ Societies day T-Shirt for stand members



Hoodies and Cinema tickets for Best Stands on the day!