**Fill Out Key Forms**

There are a number of forms you will have to fill out, depending on the size and risk of your activity. The vast majority of these will be available online via the **Activities Dashboard**, and will automatically be made available for you for each event upon filling out your New Activity form. Other forms will be available here on the Guild website.

**What forms do I need to fill in for my event?**

Depending on the event, the forms you need to complete will be provided for you after you have completed the **New Activity form**. Broadly, they are:

**Every Event of Activity**

* Health and Safety Checklist
* Activity Attendee Form

**Off-Campus Activity**

* Trip Registration Form

**If you require a room**

* Room Booking Form

**If you're inviting a speaker or workshop leader**

* Visiting Speaker Form

**If you require transport**

* Transport Request Form

**If it's a sporting event**

* Fixture Details Form

We've produced some video guides to filling them out below.

If you're still stuck, get in touch with your society's staff lead and they will give you some guidance.