

How to: Create an Event Proposal

Step 1: Signed in as a club exec, click events at the left side of the page

Rubric

Signed in as Baking Club (15156)

Welcome back, Baking Club

133% of societies sell tickets at Western USC

5 emails that societies at Western USC send per month

Current tier: Western Special Rate

Your account is currently on the Western Special Rate (3.00% + 50c GST Exc) tier. Your rolling 12 month sales volume is \$0

View all tiers

VP of Events access

This role grants you access to:

- Communications: Send e-mails and SMSes, create e-mail templates, view past campaign results
- Events: Create events, run ticket sales, refund event attendees
- Memberships: Create memberships, view members list, update member details
- Merchandise: Create merch listings, view merch orders, facilitate collection of merch
- Settlements: View past settlement details
- Union Forms: View past union form submissions

Recent Updates

Merchandise: Baking Club Merchandise

View Merchandise-->

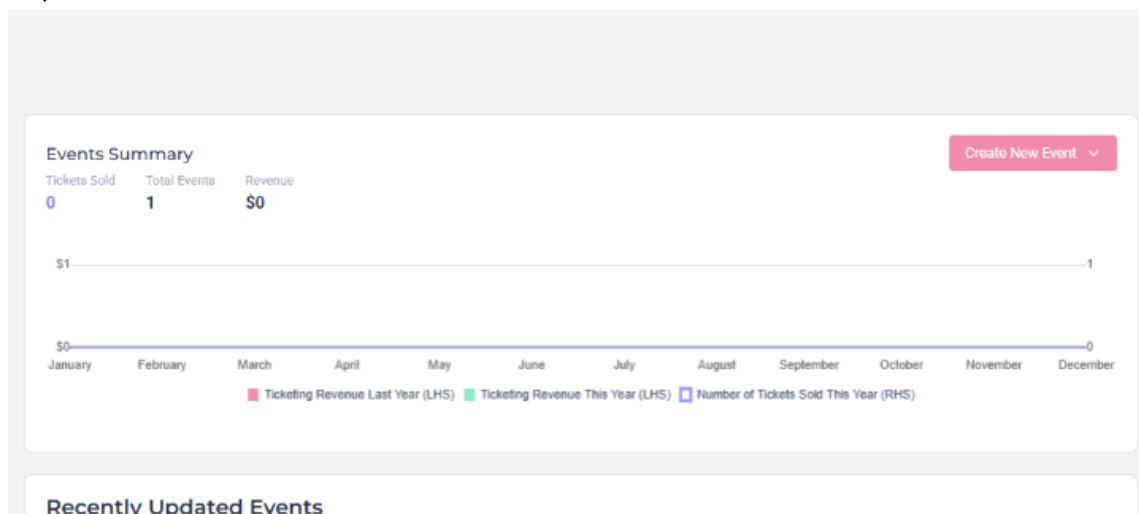
Event: Test Baking Club \$0.00

View Ticket Sales-->

Event: Baking Club Gala \$0.00

Membership: Baking Club Memberships 5

Step 2: Select Create New Event



Step 3: Choose the type of event

Choose an event

What type of event are you hosting?


Quiz/Trivia


Class/Workshop


Event/Performance


Ball/Dinner/Dance


Award/Unlabeled


Party/Party/Launch


Sports/Competition


Exposition


Unlabeled


Unlabeled

Next

Step 4: Add Basic details of event

Basic Details

Let us know the details of this event! For events that repeat on multiple dates, use the recurring event option to manage instances together. For one-time events, you can duplicate this event once published and change the date in the copy!

Event Name*:

Event Start Date & Time*:

Event End Date & Time*:

Promo Banner

Drop event banner here or click to upload. Recommended width: 980px; file types: png or jpeg

Is your event private? ☐

If you enable this, your event will not show up in any menu or searches.

Is your event online? ☐

Event Address



Step 5: Add ticket types and details.

Note: If your event is not ticketed, please create a ticket, indicate how many participants you expect to attend, and price the ticket at \$0.00

Tickets

General ticket settings

Here are the general settings that can be applied to all ticket types

When do you want to start selling?

16/06/2020 12:00 pm

When do you want to stop selling?

20/06/2020 12:00 pm

Total number of tickets for event (optional)

Maximum tickets per order (optional, default 10)

Selling Fee

Price selling fees not set

Does your event have tables or groups?

Limit seats to 1 per person?

Create Tickets

Add Ticket

#	Ticket Name	Price	Quantity	Custom Sales Start & End	Actions
1	Highlighted	\$0.00	Unlimited tickets for this type		

Save Progress & Exit

Back

Next

Step 6: Answer the USC Clubs specific questions, and attach any necessary documents (contracts, invoices, budget, etc.)

Events > Create New Event

Western USC Questions

Please specify the type of event:

☐ Club Purchase

☐ In-Person Event

☐ Virtual Event

Attach Club Executives Reviewers

+ Add club executive

Will the event have any financial components?

Please select all that apply.

☐ Sales (Tickets, Merchandise, Care packages, etc.)

☐ Sponsorship/Grant Funding/Donations

☐ Venue Rental

☐ DJ Services

☐ Photobooth Rental/ Photographer Services

☐ Catering/ Food Purchased

☐ Transportation

☐ Accommodations

☐ Other expenses not listed

☐ This event does not have any financial components

Step 7: Review your event proposal and select publish when you are ready.

Summary

Your event "vcd8fs" is ready for submission! Check out the details below and click "Submit" if everything looks good :)

Event Details

Name

vcd8fs

Start Date & Time

Thursday 11th of June 2026 at 12:27 PM local time

End Date & Time

Thursday 11th of June 2026 at 12:27 PM local time

Address

Western University, Richmond St, London, ON, Canada

Private Event

No

Ticket Details

Total Tickets

N/A

Sales Period

12:28 PM Thursday 11th Jun 2026 until 12:27 PM Friday 12th Jun 2026

Fee Type

Fee type: Fees on top

Refund Policy

None

Terms and Conditions

N/A

Ticket Types

#	Type Name	Price	Cap on this ticket type?	Membership Required?	Password	Sales Start	Sales End
1	gfhgdfgh	\$0.80	N/A	No	N/A	12:28 PM 11/06/26	12:27 PM 12/06/26

Merchandise Upsells

No merchandise bundles selected

Save Progress & Exit

Back

Publish

Step 8: Please note there is no comment section on the event proposal like WesternLink, therefore, be sure to check your UWO email often for follow up questions from the SOS team.