

Event Information Sheet (HIOWAA)

Charity Contact: Sophie Gunner, Event Fundraiser - 07966013546

Event Information

Event Name:

Event date:

Full location:

Postcode:

Timings of event: Start: Finish:

When would we need to be set up by?

Information about the event (what's happening, where to find more info/ buy tickets etc):

Please give as much information about the event as you can for the website

Is it inside or outside?

How many visitors expected:

Is the event available to those with disabilities?

Organiser Information

Name:

Phone Number:

Email address:

Event Website:

Please give the contact details of someone our volunteers can contact on the day

Contact details on the day:

Parking details:

Are Passes required to get in to the event?:

(If yes we will need these sent to the office 2 weeks prior to the event)

Any special instructions:

Please note while every effort is made to attend your event we cannot always guarantee attendance. We cannot attend an event without this form being filled in and returned.

Volunteer Information – (Office use only)

Number of volunteers requested:

Is this a volunteer led event?

If yes, how will you be getting the relevant equipment to the lead volunteers?



Event type (*corporate, event, schools*)

Timings for volunteers (inc. set up and break down):

Arrive: Approx. Leave

Activities the volunteers will be doing:

Is the Mascot required?

<u>Office use Only</u>	
Risk Assessment	<input type="checkbox"/>
Sent to Vols	<input type="checkbox"/>
Sent to PR	<input type="checkbox"/>
POD	<input type="checkbox"/>
Fly by/in	<input type="checkbox"/>
On Master Sheet	<input type="checkbox"/>