|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2019 Residents Programme Event Contribution Outline - Please completed all appropriate sections and return to Heather Ernstsons by Monday 3 December 2018** | | | | |
| **Who is the lead officer for this event?** | | | **What are the lead officer contact details?** | |
| **Event Title** | **Date of event** | **Time of event** | | **Event venue address (include postcode and room name)** |
| **Event Car Parking Arrangements** | | | **Booking Arrangements? (Is it a drop-in or do people need to pre-book, is there a closing date for booking)** | |
| **Write a short 50-word statement that will sell your event to your target audience:** | | | | |
| **What will you do to promote your event to secure an audience?** | | | | |
| **What are you trying to achieve by holding this event and who are you trying to attract to the event?** | | | | |
| **Where is the finance coming from?** | | | **List any partners involved** | |
| **What would ‘success’ look like for your event?** | | | **How will you evidence success?** | |