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| **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?** |