Event information for a new School of Law event

To be completed if you have a new event to be promoted.

|  |  |
| --- | --- |
| Name of event |  |
| Type of event (e.g. seminar, public lecture, exhibition) |  |
| Event linked to Research Hub? If not, please advise if School business, annual event or other |  |
| Date and time |  |
| Location or is venue booking required? |  |
| Is catering required? |  |
| AV/Other Equipment requirements |  |
| Speaker/s | If external, please provide a link to their online profile and an image if available. |
| Event description |  |
| Contact for further info (name and email address) |  |
| Target audience (Circle all that apply) | University colleagues; external colleagues; current students; prospective students; members of the public; school children; alumni; |
| Will attendees be charged to attend?[[1]](#endnote-1) |  |
| Registration needed? | If yes, is an Eventbrite profile required? |
| Will the event be sponsored? If so by whom? [[2]](#endnote-2)Please liaise with Norma Hird regarding sponsorship. Sponsorship has to be agreed by SMT. What would the sponsor require in return e.g.name on posters, website etc.? |  |
| Is photography needed at the event? | If yes, what is the purpose of the photos?  Please confirm if a professional photographer needs to be commissioned for this, and the budget available. An account code will be needed for the payment. Under the Data Protection Act, permission must be obtained from individuals to allow us to use their photograph |
| Does the event need to be filmed? | If yes, what is the purpose of the film?  Please confirm the budget available. An account code will be needed for the payment. |
| Is Security needed (High Profile event) |  |
| Account code/Budget |  |

1. If attendees will be charged, we need to know the deadline for payment. Will we refund cancellations? [↑](#endnote-ref-1)
2. Please consult Norma Hird - sponsorship has to be agreed by SMT. Please advise what the sponsors require in return e.g. name on posters, website etc. [↑](#endnote-ref-2)