# European Researchers Night - Manchester Museum



**APPLICATION OF INTEREST - COMMUNITY FESTIVAL 2019**

The next University-wide Community Festival will be held on **Saturday 15 June 2019 from 11:00 – 16:00** focused round the area surrounding Manchester Museum, University Place, Williamson Square and Brunswick Park.

The Festival aims to enhance our engagement with our local neighbouring communities by running a free, fun and interactive pan-University event that appeals to individuals and families and provides opportunities for them to engage with the a variety of University activities eg. our research, learning, sport, cultural institutions and our students.

If you would like to be involved, please complete this form and return it to suzanne.spicer@manchester.ac.uk

by **18 January 2019**.

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| --- | --- |
| **Organisation/Group** |  |
| **Lead contact/organiser name** |  |
| **Faculty/School/Research Group/Department** |  |
| **Lead contact phone number** *(not for publication)* |  |
| **Lead contact email address** *(not for publication)*  |  |
| **Names of other participants involved:** |  |
| **Type of activity** | [ ]  Family tabletop activity[ ]  Information/awareness-raising stand[ ]  Demonstration[ ]  Performance[ ]  Guided tour[ ]  Talk[ ]  Workshop[ ]  Other (please state): |
| **Activity title**  |  |
| **Short description explaining your activity and what you will be doing***This will be used for marketing purposes so please make it simple and engaging*  |  |
| **Venue** *Please tick which venues are* ***NOT*** *suitable for your activity* | [ ]  Manchester Museum (please note: there will only be room for a small number of stands in the Museum)[ ]  University Place[ ]  Location outside eg. Williamson Square, Brunswick Park |
| What is the **key message(s) of your activity**? |  |
| **Space requirements**  | 1. Approx. total space footprint (please state):
2. Access to power [ ]  Yes [ ]  No
3. 2 trestle tables (6ft x 2ft 6in) [ ]  Yes [ ]  No
4. Poster boards [ ]  Yes [ ]  No
5. Access to water [ ]  Yes [ ]  No
6. Internet access [ ]  Yes [ ]  No
7. Audio-visual requirements (please state):
8. Other (please state):
 |
| **Social media***Any social media profiles associated with your activity.*  | Twitter: Facebook: Web site:Blog:  |
| Is there **anything** else you would like to include, tell us, or ask us about? |  |

Once all applications of interest have been received, you will be notified with confirmation details followed by an event briefing sheet, which outlines logistics, contact points, and setup/set down instructions.

You will also be asked to submit a Risk Assessment Form by **24 May 2019**.

Thank you for offering to be part of this event.