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**Event Proposal Form**

The Cultural Engagement team are planning a week-long festival celebrating ideas, research and collaboration across the University of Birmingham, from Monday 16th – Sunday 22nd March 2015.

The festival will be a free programme of exhibitions, talks, performances, workshops and screenings open to staff, students, alumni and beyond. This year, the programming theme is *Sight and Sound* – but don’t worry if your event doesn’t fit with this theme, we’d still like to consider your event for inclusion in the festival programme.

There is a small amount of funding available to projects curated specifically for the festival that could not otherwise be realized without a financial contribution. We are looking to fund at least one event per college which must represent good value for money - any remaining funding may be allocated to additional events at our discretion.

**Please note**: it is the responsibility of the event planner/department to resource, staff and deliver their proposed event(s). The festival team are more than happy to offer advice and guidance in relation to event planning.

**Please return your completed form to Catherine Maguire, Cultural Partnerships Support Assistant –** **c.maguire@bham.ac.uk** **by Friday 05 December 2014.**

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| --- | --- |
| Event Title  | * *The catchier the title, the better!*
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| Date | * *We recommend that campus events take place between Monday 16 – Friday 20 March 2015.*
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| Times (from-to) | * *To maximise audiences, we recommend you schedule events for lunchtime (between 12-2pm) and evenings (between 5-8pm).*
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| Event description (max 200 words) | * *The copy you include here will be adapted for use in the festival brochure.*
* *Please bear in mind the brochure will be distributed across the city centre to a mixed audience so please avoid jargon and acronyms where possible.*
* *Please also be creative in your methods of engagement – there’s lot s of support and advice available here:* [*http://thinkpe.wordpress.com/*](http://thinkpe.wordpress.com/)
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| Venue  | * *Please make sure you have booked the venue before including it here*
* *Remember that members of the public will be attending your event so it is best to stick to easy-to-find, ground floor venues where possible.*
* *It is advisable to book the venue for at least 30 minutes either side of your event start/ finish time to allow sufficient time for set up, and time for the audience to filter in and out.*
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| Admission Price (events should be free where possible) |  |
| Do you require funding to deliver this event? If so, please indicate the total amount required. | * *There is a small amount of funding available to projects developed specifically for the festival that could not otherwise be realized without a financial contribution. We are looking to fund at least one event per college which must represent good value for money - any remaining funding may be allocated to additional events at our discretion.*
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| Breakdown of costs (indicative) |  |
| Booking information (do the audience need to book in advance?) | * *We are happy to include your event on the festival Eventbrite page, please indicate here if you would like us to set this up on your behalf.*
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| Event Contact – full name, department and contact details | * *Please note, these details will not be published, they are for use by the festival team only.*
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| Image | * *We want to make the festival brochure look as attractive as possible. If you have permission to include an eye-catching image with your listing, please send us a hi-res version together (at least 300dpi) with the appropriate image credit for marketing use by email to* *c.maguire@bham.ac.uk**.*
* *If the image is over 5MB, please send via dropbox.*
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**NOTES:**  *Please include any additional comments here.*