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| **Event Details:** | |
| Event Title: |  |
| Event Date(s): |  |
| Start and End Times: |  |
| Event Venue(s): |  |
| Event Host: *(eg MCR/JCR/College/Home Bursar)* |  |
| Organiser(s) and contact details: |  |
| Expected minimum no. attendees: *(including staff and organisers)* |  |
| Expected maximum no. attendees: *(including staff and organisers)* |  |
| Purpose of event: *(e.g welfare/social/educational)* |  |

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| **Running Order of the Event:** | |
| **Time** | **Action** |
| *4.30pm* | *Registration opens* |
| *5pm* | *Talk commences* |
| *5.45pm* | *Q&A* |
| *6pm* | *Drinks reception* |
| *6.30pm* | *Guests depart* |
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***Elements to consider in your event plan:***

* *Format*
* *A general outline of the event and what will be involved; food / drinks /talks / timings etc*
* *Pre-event organisation and attendance*
* *How you will ask attendees to sign up – eg by email / online form*
* *How you will communicate with attendees prior to the event e.g. email*
* *Members must not attend if they have any symptoms of Covid-19 (a new, continuous cough; a fever; or loss/ change to sense of smell or taste); or been otherwise advised to self-isolate.*
* *Set up*
* *Physical layout of the space and furniture / equipment required*
* *Include a sketch diagram if applicable*
* *At the event / managing the event*
* *How to manage arrivals and departures*
* *How to manage movement and flow of people during the event*
* *How names will be collected of those who actually attend*
* *How they will be inducted to venue H&S information eg Fire safety, Covid safety.*
* *How this will be monitored and by whom*
* *How food/beverages will be served (if applicable), by whom*

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| **EVENT PLAN** |
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| **Event Plan Timeline:** | |  |  |  |
| **Time** | **Action** | **Location** | **Notes / actions** | **Who is responsible** |
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