community engagement form

pre and post event request document

General Information

Description of Event
What's the plan?
What would you like us to do?

Expectations, Rationale, Messages and Goals
Include a brief description of expectations, desired outcomes and rationale for community engagement event.

Event Materials

What is Required
Please select as many as you feel appropriate, once done our team will be in touch to work out what best fits your event.

Powerpoint presentation   Activity   Stall   Static display   Professional development   Resources sent

Other:

Please add any additional notes that you feel will help us help you get the most out of your request.

Required Information

Event Details

Address

When can the venue be accessed to setup?

Is parking available?   Yes   No   Description of parking

Start Time   End Time

Event Contact
The person available on the day at the event.

Name   Mobile   Email

For Office Use Only *(Please leave blank)*

Rationale

'Completed by' Signature

Manager Signature

All requests will be considered however our capacity is dependent on the availability of staff. We require at least 4 weeks notice for events, depending on the request. Thank you! :)