



## Event Planning Form

Event Details			
<b>Event organiser:</b>		<b>Email:</b>	
<b>Address:</b>			
<b>Telephone:</b>			
<b>Event description:</b>			
<b>Activities on day</b> (e.g. raffle, auction etc.)			
<b>Date of event:</b>			
<b>Start Time:</b>		<b>End Time:</b>	
<b>Location:</b>			
<b>H&amp;S Information</b> <b>First Aid:</b>			
<b>Risk Assessment:</b>			

Merchandise/Resource Requirements			
Item needed	How many?	Item needed	How many?
Posters		Badges	
Collection buckets		Wrist bands	
T shirts		Volunteers *	
Other			

<b>Any additional information or requests?</b>

Please email the completed form to: [info@alwaysachance.org.uk](mailto:info@alwaysachance.org.uk)  
We will make arrangements to supply the required merchandise

\*please note that we cannot guarantee finding volunteers to help with your event but we may be able to offer suggestions

After the event please use the 'Event Feedback' form to let us know how much you raised, a summary of the event itself and photos WITH PERMISSION to use them.