# Regional event form for website promotion

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| **Event details** | |
| Names and email address of members organising the event: |  |
| Event title for website: |  |
| Event date from: |  |
| Event date to: |  |
| Start time (please use 24 hour clock): |  |
| Finish time: |  |
| Event short description for regional event listing (15 words max) |  |
| Event full description for event web page (about 100 words):   * what it is * who for (audience) * why people might want to attend, * how to get there * specific event requirements (eg clothing, catering) * programme * speaker/presenter details   etc.. |  |
| Event location (address/directions): |  |
| Postcode of event location: |  |
| Event queries contact email/ telephone: |  |
| Website URL if applicable: |  |
| Any other event information, eg Photo / Logo/ flyer  Please list and add as an email attachment if required. |  |
| **Event health and Safety** | |
| Have you conducted a [risk assessment](https://www.rsb.org.uk/images/branch/RSB_Risk_Assessment_2016.docx) and submitted to [regions@rsb.org.uk](mailto:regions@rsb.org.uk)? Templates for various event types are on the [Branch and Regional Resources](https://www.rsb.org.uk/regional-activity/regional-resources#planning) page |  |
| **Event bookings and promotion** | |
| Is there a charge for event? How much and are there different rates? |  |
| If bookings are required, please provide full details |  |
| Would you like us to promote your event on Social media? | YES/NO |
| If YES, please give details;  Text for the tweet, twitter name, Facebook page, etc… |  |