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| **University of Greater Manchester Event Brief** |  |
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|  |  |
| **Name of Event:**  |  |
| **Date:**  |  |
| **Start Time:**  |  |
| **Department Responsible:**  |  |
| **Email:**  |  |
| **Ext:** |  |
|  |  |
|  |
| **INFORMATION FOR ALL TEAMS** |  |
| Name of Guest speakers: |  |
| Time of event: |  |
| Location of event / Rooms:Booked with Timetables |  |
| Approx. Numbers of guests: |  |
| Staff responsible for event: |  |
| Is Marketing required?If yes, please see Marketing section below: |  |
| Is Catering required?If yes, please see Catering section below: |  |
| Are facilities required?If yes, please see Facilities section below: |  |
| Is AV required?If yes, please see AV section below: |  |
| Photography:(Book Adrian Greenhalgh) |  |
| Ambassadors: |  |
| Budget Code: |  |
| Is additional signage required, please specify: |  |
|  |  |
| **FACILITIES** |  |
|   Additional Cleaners***Please note****: The University has a cleaning service available however, if additional cleaners are required a budget code will need to be given upfront in order for this to be an available service.*   |  |
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| Please specify hours required:  |
|  |
|   Reception Table: |  |
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|  |
| Catering Tables |  |
| Dining Tables |  |
| Stage |  |
| Lectern |  |
| Seating |  |
| Room Layout |  |
|  |  |
| Cloak Room |  |
|  |    |
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| **SECURITY/CAR PARKING** |  |

Parking (please book with carpark@bolton.ac.uk):

Additional security (Please raise a PO via Ebis for UoB Security Services Ltd stating the dates and the hours and number of guards required):

***Please note****: Security is onsite 24 hours a day, 7 days per week. If additional security is required, Security Officers work minimum of 4 hours at £25 per hour weekdays and evenings. Saturdays £35 per hour minimum of 4 hours and Sundays £50 per hour minimum of 4 hours. A PO number must be provided for invoicing.*

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| **CATERING** |  |
| Is catering required? |  |
| Please state what catering is required: |  |
| Times for accessing the room: |  |
| Additional Information: |  |
| Budget Code: |  |
| Email: K.Norton@bolton.ac.uk |  |
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| **IT** |  |

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| AV Requirements:(Contact IS&T) |  |
| **HEALTH & SAFETY** |  |

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| --- | --- |
| **FIRE SAFETY** |  |



**Email this completed form to Facilities / Karen Norton / IS&T**