**Event title:**

Project Lead Names:

Event Date:

Location/Venue:

**Event summary/purpose:**

If there are groups or organisations that will be invited to have an information stall, list them here?

|  |  |
| --- | --- |
|  | **Description** |
| Stall 1  |  |
| Stall 2 |  |
| Stall 3 |  |
| Stall 4 |  |
| Stall 1  |  |

**Activities**

If there are activities, please list them and explain what they are here?

|  |  |
| --- | --- |
|  | **Description** |
| Activity 1 |  |
| Activity 2 |  |
|  |  |

**Food and Beverages**

|  |  |
| --- | --- |
|  | Description |
| Service 1 |  |
| Service 2 |  |
|  |  |

**Operations**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Insurance |  |  |
| First Aid |  |  |
| Marketing / Promotion |  |  |