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| **Society name**  |  |
| **Event lead (main point of contact)**  |  |
| **Event title**  |  |
| **Event start date**  |  |
| **Event end date**  |  |
| **Event start time**  |  |
| **Event finish time** |  |
| **Maximum capacity** |  |
| **Venue, address, postcode**  |  |
| **Tags for online searchability** |  |
| **Short event description –** **max 280 characters** |  |
| **Long event description**  |  |
| **Event image**  | ***Please send via email a 1200 x 798-dimension image for the website***  |
| **Event FAQ’s**  | ***Please include your event FAQ questions and answers******For example:******Is the event wheelchair accessible?******Yes, the event is wheelchair accessible. For any other accessibility requirements please contact >venue email / phone number<******Is there any flash lighting or strobe lighting?******>answer>*** |
| **Contact email for event enquiries**  |  |
| **Ticket name**  | ***If you have multiple ticket types, you can include multiple ticket names below*** |
| **Ticket price**  | ***If you have multiple ticket prices you can include multiple ticket prices below (please specify the ticket name of each ticket price)***  |
| **Would you like ticket holders to be able to request a refund?** | **Yes / No**  |
| **Would you like ticket holders to be able to transfer their ticket to another person if the event sells out and they can’t attend?** | **Yes / No**  |
| **Any questions you would like to ask your attendees for marketing or evaluation purposes?**  |  |