A black and white sign

Description automatically generated with low confidence

|  |  |
| --- | --- |
| **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?** |  |