# **The Edge Event Information Form**

This form should be completed as part of the Event Planner process. **The deadline for this is 1 week before your events.** If you have any questions, contact su-arts@bath.ac.uk

This form is not a booking request, but gives us information to support events you have booked at The Edge.

This form should be filled in for all events held in the Edge which are not rehearsals or other regular activity. **If your event is an Edge Theatre or Weston show or requires tickets you should fill in the Edge Ticket Form instead.**

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| Section A: General Information  |
| Event name | Click here to enter text. |
| Location | Click here to enter text. |
| Event date(s) | *Start date:*  Click to enter a date.*End date:*  Click to enter a date. |
| Society | Click here to enter text. |
| Event contact  | Name | Email |
| Click here to enter text. | Click here to enter text. |
| Maximum expected attendance | Click here to enter text.*Note: Please be aware of room capacities and make sure that you have an appropriate capacity for sign-ups or monitor numbers on the door* |
| Event Description | Click here to enter text. |

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| Section B: Event Schedule *Please detail all timings for your event, including any set-up and take-down time (this should be factored into your booking)* |
| Activity | Date | Time | Room |
| Click here to enter text. | Click to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click to enter a date. | Click here to enter text. | Click here to enter text. |
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| Section C: Event Requirements  |
| Room layout requirements | *Will you require tables and chairs for this event:* Choose an item.*If yes, please specify how many and in what layout (note room capacity may be reduced depending on the layout):* Click here to enter text.*Will these be used for crafts or any other messy activity:* Choose an item. |
| Does you event require technical support? *(i.e. a technician present or extensive technical setup)* | Choose an item.*If yes, have you booked Backstage for this event:* Choose an item.*Otherwise, please contact Claire Worrall, who can arrange for a casual technician to be present.**For simple fixed setups we can provide the necessary equipment and setup without technical support being required. Please fill in the section below.* |
| Equipment borrowing Request (*For simple setups. We cannot guarantee availability)* | *Please specify details of any other equipment you would like to borrow. (eg. one microphone, playing music, projector)* Click here to enter text. |
| Materials borrowing Request (*We cannot guarantee availability)* | *Please specify any materials you need (e.g. scissors, pens, etc). Please source any consumable materials yourselves.*Click here to enter text. |
| Card Reader Request | *Would you like any card readers for this event:* Choose an item.*How many will you need:* Click here to enter text.*What amount should they be set to:* Click here to enter text.*What will these be used for:* Click here to enter text.***Note:*** *Card readers cannot be used to sell tickets* |

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| Section D: Additional Information *(all events)* |
| Is there anything else we need to know about your event? | Click here to enter text. |

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| Form completed by |
| *Name:* Click here to enter text. | *Date:* Click to enter a date. |