

Everybody's Reading Festival Event Proposal Form

Proposer Details	
First Name	
Surname	
Email Address	
Telephone Number	
Organisation	

Event Details	
Event Title	
Brief description of event Max. 150 Words	
Event Location and Address:	
Event Date	
Event Start Time	
Event End Time	
Booking Required?	
Entry Fee	Adult:
	Child:
	Family:
	Concession:
	Pay what you feel:
	No Charge:

Booking Method	
Venue Capacity	
Event Requirements	Equipment:
	Set Up:
	Catering:

Funding / Audience Breakdown	
Funding Requested Max. £200	
Please provide a cost breakdown	
Projected number of participants/audiences?	
How will you attract participants/audiences?	
Does the event seek to create an impact? Does the event have a purpose?	

In order for the team to have full information, should your bid be approved, please can you provide a photo/graphic which would be suitable to be used in the festival brochure.

This information will be stored at DMU securely and only accessed the purposes of the Everybody's Reading Festival. Information will be stored until the end of 2019.

Please return you application to local@dmu.ac.uk

Successful events will be notified w/c 24th June 2019.