PdOC event planning

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| Event title: |
| Organising PdOC committee member(s): |
| Date: |
| Is this event funded by Researcher Development funding: |
| Event contact e.g. College Catering Office: |
| Venue: |
| Capacity  Minimum numbers:  Maximum numbers: |
| IT requirements: |
| Catering: |
| Evaluation details: (all RDC events should be evaluated) |
| Other:  e.g. do we need to seek photography permission from the College or speaker? This needs to be done in advance. |
| Costs:    VAT: It is important to establish, in advance, if the event will be VAT exempt. Generally, if the event has a clear educational content (College’s often need an agenda to prove this) it will be VAT exempt. The College will provide the relevant forms to complete. Please confirm the VAT exemption will the College Accounts office or Bursar in advance. VAT exemption does not apply to alcohol.  Room Hire:  Catering:  Speaker:  Other: |
| Cost to PdOC members (add £1 overhead): |
| Risk assessment completed? |
| Planning deadlines:    URL of sign up form:    1st advert  2nd advert  3rd advert    Payment deadline:    Catering deadline: |