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**Festival of Learning 2014: Activity Proposal Form**

*Please return this form to Rebecca Edwards by 6th December:* *redwards@bournemouth.ac.uk*

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| **Section 1: Proposer details** |
| **Lead event contact** |  |
| **Telephone number** |  | **Email:** |  |
| **School or professional service** |  |

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| **Section 2: Event details** |
| **Title of event (*maximum of 50 characters)*** |  |
| **Description of event for Festival programme (*maximum 40 words)*** |  |
| **Facilitator(s)** |  |
| **Duration**  |  |
| **Preferred time of day** | *Please note, many members of the public have requested Festival of Learning events to be held outside of school or working hours.*  |
| **Expected audience size *(maximum audience size)***  |  |
| **Event type *(please mark one)*** | Family event | Talk | Debate | Professional workshop | Drop in session | Hands-on workshop | Arts/theatre | Special interest event | Other (please specify) |
|  |  |  |  |  |  |  |  |  |
| **Target audience(s)*****(please tick all that are applicable)*** | Schools | Families with young children | Families with older children | Charities/community groups | Retirees | General public |
|  |  |  |  |  |  |
| **Non-academic partners e.g. local charities or businesses** |  |

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| **Section 3: Research theme** |
| **Relevant research theme - *please indicate an maximum of one*** | Ageing and Dementia | Biodiversity, Environmental Change & Green Economy | Communities, Cultures & Conflicts | Creative, Digital and Cognitive Science | Entrepreneurship & Economic Growth | Leisure, Recreation and Tourism | Health, Wellbeing and Society | Technology and Design |
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| **Section 4: Event requirements *(please email*** ***fol@bournemouth.ac.uk*** ***if you require further guidance on estates facilities available)*** |
| Will you require space at BU or will you be hosting your event off-campus?  |  |
| **If you are hosting your event off campus, please indicate where you plan to hold the event** |  |
| Estates requirements |  |
| Room requirements |  |
| IT requirements |  |
| Any dates facilitators are not available 9-15 June |  |

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| **Section 5: Further event details**  |
| *Please use this space to include further details about your event including details of proposed speakers, how you will make your event interactive and how you will promote your event ahead of the Festival of Learning. Please also indicate if you would be willing to promote the Festival*  |

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| **Section 6: Event costs**  |
| *Please outline below any costs required to deliver your Festival of Learning event, for example for equipment or consumables. Please note, additional catering or marketing costs will not be approved unless there are exceptional circumstances. Costs outlined in this section should refer to any consumables or equipment you are unable to source elsewhere.*  |