|  |
| --- |
| **DIVISION DAYS AND DIVISION EVENTS BOOKING FORM** |
| **What is the event? (please select only one option):*** Annual “Division Day” (*Note: this event is free and for members only*)
* Division event (e.g. seminar, CPD event, workshop, networking event etc.)

**PLEASE GIVE AT LEAST 12 WEEKS NOTICE OF HOLDING AN EVENT SO IT TO BE PROMOTED EFFECTIVELY****All bookings to be taken via the BASES event portal** |
| **Date of Event**  |  |
| **Title of Event** |  |
| **Event co-ordinator and contact details** |  |
| **Venue name/address** |  |
| **Time of event** | Start: | End:  |
| **Lunch included?** | * Yes
 | * No
 |
| **Members only?** | * Yes
 | * No
 |
| **Price** (for annual Division Day, please leave blank) | **Members: £ Non-members: £** |
| **BASES can provide the following items; please let us know what you will require:**Please send a separate e-mail with details of what you need and numbers required to: officemanager@bases.org.uk | * Copies of agenda / delegate lists
* Social media support including newsletters and emails
* Certificates
* Delegate badges
* Promotional materials (e.g. TSES, posters, banners, pens etc)

***Please note: a minimum of 4 week’s notice is required for these items*** |
| **Please ensure you provide BASES with the following** | Prior to event:* Agenda (send to officemanager@bases.org.uk)

After the event:* Review of the event for the website (Emma Forsyth)
* Photos of the event for promotional purposes (Emma Forsyth)
 |
| Katy Spink/Jane Bairstow | Main contact for assistance | Mon-Fri 9.00 am - 5.00 pm01138126162 / officemanager@bases.org.uk |
| Emma Forsyth | Marketing and promotions | Mon-Fri 9.00 am - 5.00 pm01138126164 / eforsyth@bases.org.uk |