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| Charity request form |  |

# Contact information

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| --- | --- |
| Event Name | Click here to enter text. |
| Event Date and times | Click here to enter text. |
| Registered Charity Name | Click here to enter text. |
| Registered Charity Number | Click here to enter text. |
| Contact Name | Click here to enter text. |
| Contact email Address | Click here to enter text. |
| Charity Address 1 | Click here to enter text. |
| Charity Address 2 | Click here to enter text. |
| Charity Address 3 | Click here to enter text. |
| Postcode | Click here to enter text. |
| Contact phone | Click here to enter text. |
|  |  |
| **Artist Name** | Click here to enter text. |

# Description of the event

|  |
| --- |
| Please tell us about your event below, including the following information.  - what is it in aid of? |
| - how many people are expected to attend? |
| - what type of event is it? – fair/talk/exhibition etc |
| |  | | --- | | Click here to enter text. | |
|  |
| Celebrity attendanceSummarize what you would like the celebrity to do during the event.  |  | | --- | | Click here to enter text. | |
|  |

# Promotion of the event

### Summarize how you plan to promote the event to attract visitors and how you will be using the attendance of the celebrity to promote your event.

|  |
| --- |
| Click here to enter text. |

# Legal requirements of the event

### Summarize the legal requirements you have in place such as health and safety, car parking, first aid etc

|  |
| --- |
| Click here to enter text. |

# Agreement and signature

### By submitting this application, I affirm that the facts set forth in it are true and complete. I acknowledge that it will take up to three months for my application to be considered.

|  |  |
| --- | --- |
| Name (printed) | Click here to enter text. |
| Date | Click here to enter text. |
| Signature |  |