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| **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](mailto: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](mailto: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 pm  01138126162 / [officemanager@bases.org.uk](mailto:officemanager@bases.org.uk) | |
| Emma Forsyth | Marketing and promotions | Mon-Fri 9.00 am - 5.00 pm  01138126164 / [eforsyth@bases.org.uk](mailto:eforsyth@bases.org.uk) | |