|  |  |  |
| --- | --- | --- |
| Please enter details of event into Notification details column | | |
| **Heading aspect** | **Notification details** | **Actioned** |
| Complete where applicable | | |
| Event |  |  |
| Date of event |  |  |
| Time of event |  |  |
| Location of event (where and how to get there) |  |  |
| Ticket price |  |  |
| Attendance instructions |  |  |
| Attire (if any special requirements or recommendations) |  |  |
| Health & Safety compliance |  |  |
| Special needs (e.g. disability or dietary) |  |  |
| Insurance cover requirements |  |  |
| Eligibility requirements |  |  |
| Please email to trevor.freeman@liberalbrighton.org | | |