# Branch Event Form

Please complete all sections of this form for promotion and return it, with a risk assessment, to [regions@rsb.org.uk](mailto:regions@rsb.org.uk)

Forms should be submitted at least **6 weeks** in advance of the event date. This allows sufficient time to upload on the website, notify other members, and include across relevant promotional channels.

For inclusion in *The Biologist* events calendar, details are required approximately **10 weeks** before the publication date of each issue. *The Biologist* deadlines are on the branch resources webpage: [www.rsb.org.uk/branch-resources](http://www.rsb.org.uk/branch-resources)

|  |  |
| --- | --- |
| **H**  **Event details** | |
| Branch: | Choose an item. |
| Names and email address of branch members organising the event to whom guest queries will be sent: |  |
| **Event title** (as you wish it to appear on the RSB website): |  |
| Event date(s): |  |
| Event start and finish time (24 hour clock): |  |
| Intended audience (e.g. adults, children, families) |  |
| Is this an online event? | Yes / No |
| Event full description for event webpage and invitation emails (about 100 words):   * Programme, timings, talk titles * Speaker details (name, affiliation, short bio) * Why people might want to attend * Directions or joining information * Specific event requirements (e.g. clothing, catering) |  |
| Event cost and fee structure (if applicable):  e.g. members, non-members, concessions |  |
| Ticket cancellation policy:   * What is the minimum number of ticket sales required before cancellation is considered? |  |
| Any other event information  e.g. Photo/ logo/ flyer/ website. Please list here and add as an email attachment if required. |  |
| Will you require attendees’ photography/filming consent?  **N.B.** If you plan on taking photographs or recording the event this is compulsory. | Yes / No |
| Will attendees require a delegate list?  **N.B.** Attendees must opt-in to be included on this list which is useful for networking. It will be sent to you in advance and circulated with attendees post-event | Yes / No |
| **H**  **If the event is face-to-face** |  |
| Event location: |  |
| Postcode of event location: |  |
| Location accessibility information (e.g. steps, wheelchair access, hearing loop) |  |
| **h**  **If the event is online** |  |
| Will you require the use of the RSB Zoom account? | Yes / No |
| **If no,** what platform will you be using and who holds the licence? |  |
| Will you be recording the event?  **N.B.** If you would like to record the event, you must obtain written consent from anyone who will be on camera (i.e. chair and speakers) |  |
| Will you require video editing and upload to the RSB YouTube channel? | Yes / No |
| **h**  **Event health and safety** |  |
| **Essential*:*** Have you conducted a [risk assessment](https://www.rsb.org.uk/images/branch/RSB_Risk_Assessment_template.docx) and submitted to [regions@rsb.org.uk](mailto:regions@rsb.org.uk)?  Templates for various event types are on the [branch resources page](https://www.rsb.org.uk/regional-activity/regional-resources#planning) |  |
| **h**  **Event bookings**  To comply with GDPR, bookings must be taken centrally unless it is a no bookings event e.g. an outreach festival, or it is in collaboration with another organisation who is taking bookings | |
| Will bookings be taken anywhere except the RSB website? |  |
| When would you like bookings to open and close?  **N.B.** Booking will close at 00:01 on the date specified |  |
| Please state the maximum number of places available for booking  **N.B.** RSB Zoom account has a limit of 300 |  |
| How many places may be booked by each individual? |  |
|  |  |
| **H**  **Event promotion** |  |
| Would you like an email invitation and reminder to be sent out to members in your region? |  |
| Would you like the email to be circulated to adjoining regions? Please state which regions.  **N.B.** Branch events are advertised in the all-member monthly email |  |
| Would you like a promotional card for social media?  You can download a [template](https://www.rsb.org.uk/images/branch/Twitter_card_template.pptx), or the regions team can create this for you. |  |
| Would you like your event to be considered for additional CPD point?  N.B. Attendee list will need to be provided after in person events for automatic CPD points |  |