

**Event request form**

Please complete and return this form to [eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot). We will use the information you provide to consider your event. Changes to your event during the planning stages may result in your event being moved to another date. We will be unable to accept the form if any section is incomplete. There is more information about events for MSPs at [www.parliament.scot/get-involved](https://www.parliament.scot/get-involved).

# Contact information

## Sponsoring MSP

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## Is MSP sponsoring the event as an MSP or as a Government Minister?

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## Event title

This should be a maximum of 50 characters including spaces

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## Name of your organisation

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## Contact name

Provide the contact that will work with our team in the planning stages

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## Contact number

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## Work mobile number

Do not provide personal mobile number

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## Email

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## Contact address

Where possible do not provide personal home address

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## Postcode

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We handle any personal information you give us when making an enquiry or requesting a booking in line with Data Protection law (GDPR from May 2018). Privacy Notices which provide more information are available at [www.parliament.scot/about/information-rights/data-protection/privacy-notices](http://www.parliament.scot/about/information-rights/data-protection/privacy-notices) or you can contact us for more information.

# Date(s) and time

Events take place on a Tuesday and Wednesday evening from 6pm to 8pm, a Thursday afternoon from 1pm to 2.15pm and a Thursday evening from 5.30pm to 7.30pm.

## Preferred date

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## Alternative date

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## Second alternative date

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## Start time

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## Finish time

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# Event Objectives

**The focus and aim of Member-sponsored events is to engage with and support Members in their parliamentary role.**

Use the space below to provide details on the aims and objectives of your event. Tell us about the audience profile expected at your event. Tell us how your event supports the work of Members of the Scottish Parliament. We will be unable to progress your event if this information is missing:

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# Venue

Choose from these options to allow us to select an appropriate venue. We will be unable to progress your event if this information is missing.

Standing reception

Round-table discussion

Presentation

Photocall with Members

Showcase / display event with stalls (An Events Officer will discuss your showcase / stalls event before confirming)

Dinner with Members

Film screening for Members

Other

Provide more information if you selected ‘Other’:

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## Guest numbers

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Do you want catering?

Do you want audio visual services?

If yes, please provide further information

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| Provide details below if you plan to change to change the room setup. For example, a change to the seating arrangements, extra plasma screens, trestle tables. |
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# Special Access Requirements and Emergency Evacuation Plan

## Special access required?

Provide information on your guests if they need special access of if they need help if there is an emergency evacuation:

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| --- |
|  |

Once you have completed this form in full please save it and send it to [eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot).