

Name of Event

Date: Wednesday 26th January 2022 Venues: Humanities, MH

EXAMPLE

Circulation List: CC / JFS / AJB / SC / GG / KW / JB / BS / BS/ MB / PJW/NJR

| Organiser | Charles Conway & Jim Stephens | MCC & JFS |
|---------------|--|--------------------|
| External | From 6pm | MCC & |
| Speaker/guest | Meet and greet by MCC and Gappies and other available staff Guest list required in ADVANCE – sign in at Reception | AJB GG |
| Numbers | 5 TH Form c.160 pupils/22 speakers (incl. 3 virtual) / 4 staff 4 Gappies | All |
| Format | Time Activity 18.00 5 th form supper (extras ordered) 18.30 5 th form to gather and wait in MH 18.20 Gappies to Main Reception meet & greet 18.30 Arrival of Guest speakers - to Humanities 18.30 – 19.00 guest speaker set up in Humanities classrooms 18.30 – 19.00 nibbles & drinks served in H. foyer for guests ONLY 19.00 Event begins 19.00 – 19.35 Lecture Session One 19.40 – 20.15 Lecture Session Two 20.20 – 20.55 Lecture Session Three 21.00 Event close | ALL |
| Set-up | Humanities X 14 classroom in total required Set up Lecture style (x 24 chairs in each, tbc by JFS – hopefully we can manage this with the chairs currently in each venue) Projector/Whiteboard/Pens required in each classroom Humanities Foyer: hosting speakers Catering x 25 at 6.30pm Nibbles & Drinks x 25 from 6.30pm Main Hall – holding area for 5 th form pupils post supper pre event. No special set up required | Facilities HH EG |
| Parking & | Sign in Main Reception (NB Rec closed at 5pm) | GG |
| Signs | Signs needed if parents attending | Facilities |

| | Toilets to be signed in Humanities | |
|-------------|--|----------------|
| | Print off plan of who is in which classroom and Biogs. | JFS |
| | Classroom planning and lists of talks and pupils per room to be | |
| | devised by JFS | JFS |
| | | |
| AV / IT | Set up: 14 classrooms in total: in Humanities from 18.30 | IT/Facilities |
| / / | Access for set up in classrooms for EC staff from 5pm | 11,1 delites |
| | | AV team MB |
| | Logins: request logins from IT for all speakers / users (20) | |
| | IT Technicians available from 18.30 to assist individual | |
| | speakers set up in each room. 1-2 technicians to be present | |
| | until 20.00 | |
| | 10 Wi-fi codes also requested, and cables, for presenters bring | GG request for |
| | their own device | IT |
| | <u>Speakers</u> : 19.00 and 21.00 | |
| Catering | <u>Supper</u> : For all Day 5 th Formers | Catering |
| | | |
| | <u>Drinks & Nibbles – Humanities Foyer</u> | |
| | Guest speakers ONLY x 25 | |
| | Sandwich buffet, Tea and Coffee, water, Wine X 25 guests Set up: Ready by 18.30 | |
| | Serving: 19.15 Food to remain for break please | |
| | Serving. 13.13 rood to remain for break please | |
| | X 14 Classrooms including History Library: Humanities | |
| | V 2 hottles water 8 v 2 glasses in each room for viciting guests | JFS |
| | X 2 bottles water & x 2 glasses in each room for visiting guests JFS will send a classroom plan the day before. | 11.2 |
| | The win seria a classicom plan the day serore. | |
| | X 20 bottles of wine for guests to take home | |
| | | |
| | Clear away: Re Set classrooms for next morning | |
| | Budget Code: Careers code | JFS |
| | | Facilities |
| Photography | SC to photograph speakers at start of event. | SC |
| | JFS to take photos | JFS |
| | | |