



EPSOM

COLLEGE

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 Speaker/guest	From 6pm Meet and greet by MCC and Gappies and other available staff Guest list required in ADVANCE – sign in at Reception	MCC & AJB GG
Numbers	5 TH Form c.160 pupils/22 speakers (incl. 3 virtual) / 4 staff 4 Gappies	All
Format	<p>Time Activity</p> <p>18.00 5th form supper (extras ordered)</p> <p>18.30 5th form to gather and wait in MH</p> <p>18.20 Gappies to Main Reception meet & greet</p> <p>18.30 Arrival of Guest speakers - to Humanities</p> <p>18.30 – 19.00 guest speaker set up in Humanities classrooms</p> <p>18.30 – 19.00 nibbles & drinks served in H. foyer for guests ONLY</p> <p>19.00 Event begins</p> <p>19.00 – 19.35 Lecture Session One</p> <p>19.40 – 20.15 Lecture Session Two</p> <p>20.20 – 20.55 Lecture Session Three</p> <p>21.00 Event close</p>	ALL
Set-up	<p>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</p> <p>Humanities Foyer: hosting speakers Catering x 25 at 6.30pm Nibbles & Drinks x 25 from 6.30pm</p> <p>Main Hall – holding area for 5th form pupils post supper pre event. No special set up required</p>	<p>Facilities</p> <p>HH</p> <p>EG</p>
Parking & Signs	Sign in Main Reception (NB Rec closed at 5pm) Signs needed if parents attending	GG Facilities

