**Status Report For**

**Title of Event**

**Date: Wednesday …………..**

**Venue/s: Building/rooms**

Circulation List: GG / KW / JB / Catering / BS/ MB /

|  |  |  |
| --- | --- | --- |
| **Organiser** | Names | **Responsible Person:**  **staff/dept** |
| **External visitors**  **Speaker/guest** |  |  |
| **Numbers** |  |  |
| **Format** | **Time Activity**  18.00 |  |
| **Set-up** |  | **Facilities** |
| **Parking & Signs** |  | **Facilities** |
| **AV / IT** | Set up:  Logins: request logins from IT for all speakers / users (20) | **IT**  **AV team MB** |
| **Catering** | Budget Code: | **Catering** |
| **Photography** |  |  |
| **Portaloos**  **Location** |  | **Works**  **Facilities** |