**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** |