**BIOS Events Booking Form** 

**Please complete and return to** [bios@orthoptics.org.uk](mailto:bios@orthoptics.org.uk) **Email heading** – Events booking

***Please ensure that this form is completed (where possible) at least 3 months prior to the event.***

**ALL** sections of this form must be completed in order to ensure that your event is uploaded on our website.

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| **Name of Organiser (s)** |  |
| **Name of Event** |  |
| **Event Address/ Location including postcode** |  |
| **Contact name** |  |
| **Contact telephone number** |  |
| **Contact email address** |  |
| **Date of Event** |  |
| **Time of Event** |  |
| **Catering Provided?**  **(please provide name of caterer)** |  |
| **Venue Maximum capacity** |  |
| **Ticket costs:**  **Members**  **Non- Members** |  |
| **Estimated ticket sales split ( E.G. 49 tickets members 51 Non-members)** |  |
| **Minimum of amount of attendees expected** |  |
| **Requested start date of ticket sales** |  |
| **Requested final date of ticket sales** |  |
| **Brief Description of Event** |  |
| **Attachments** |  |
| **Logo/graphics attached** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date of Request: |  |

**Please note:** *You are responsible for the content and layout of this request including making sure there are no spelling and grammatical errors as BIOS admin does not take responsibility for the content of this form. If the form is not completed accurately with the correct information this will delay your request.*