



REGISTERING YOUR EVENT

1. ABOUT YOU

Organised by (organisation name, if applicable):

Social media details of organiser:

Website:

Main contact name:

Main contact email:

Main contact number:

2. ABOUT YOUR EVENT

Event Title:

100 word summary of event:

(Please include an image to go with your event posting - as a separate attachment please)

Details of key speaker(s)/session leader(s) (if applicable):

(Including name, organisation/job role, social links, image)

Link/instructions on how to book this event:

Date of event:

Times of event:

Venue of event

(including site name and full address)

Family friendly? (y/n)

Wheelchair accessible? (y/n)

Other advisory information:

Please include here any other advisory messaging regards your event. For example:

Pet/dogs allowed?

Advice re clothing/footwear

Refreshments available?

Specific parking or travel advice to highlight?

Supplied Images:

- Please supply images in a google folder, or worst case scenario via email. Please do not attach them to a Word document - as this compresses the quality.
- Images to be supplied in landscape format (where possible).
- Images must be original and not copyrighted in any way.
- Image must be of high resolution for us to be able to use them. This means:
 - JPEG or PNG format
 - At least 100mb in file size
 - Dimensions at least 800px x 500px

MJM Internal Use:

Pre-event - Website set up Date:

Pre-event - Social set up Date:

Pre-event - Announcement post Date:

Post-event – Images received Date:

Post-event – Video received Date:

Post-event – Three key takeaways Date: