

**Part A: Preliminary Event Planning Checklist**

<b>Name of Caller</b>	
<b>Job Title</b>	
<b>Organisation</b>	
<b>Postal Address</b>	
<b>Email Address</b>	
<b>Event Organiser Telephone Number</b> Daytime - Evening –	

<b>Type of Event and its purpose</b> Overview Will it affect any other areas of Durham?	
<b>Title of the Event</b>	
<b>Event Date(s) – are they flexible?</b>	
<b>Area/Planned location of the Event</b> On the Green, Outside the Cathedral or both?	
<b>Start/Finish Times of event</b>	
<b>Set-up &amp; Break-down days and times</b>	

<b>Guest speakers or any VIP's attending?</b>	
<b>Number of Guests</b> Day – Night –	
<b>Any Special Requirements/Mobility issues</b>	