[](https://www.theiet.org/)

|  |  |
| --- | --- |
| **Name of community or group:** |  |
| **Volunteer name(s) and contact details:** |  |
| **Date of activity** |  |
| **Name of activity** |  |
| **Location of activity** |  |
| **Activity objective – what are you trying to achieve? i.e. sharing cutting edge technical knowledge, inspiring young people, exciting the public about STEM etc** |  |
| **Have you set any targets for this activity? What tangible outcome are you aiming for?** |  |
| **Target audience and**  **expected numbers** |  |
| **Are you planning on connecting / working with another group?** |  |
| **Is there an online element to this activity? / Will you share any content from this activity before / during / after? What content will you share e.g. photos, videos, papers, presentations?** |  |
| **Describe the benefits that this activity will bring to the IET? How does it align to the IET Strategy?** |  |
| **Resources required**  **Please describe the additional resource that you are requesting.**  *How much extra money / staff support / volunteer time do you need to deliver this activity?* | Staff  Money  Volunteer |
| **Additional Information** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BUDGET REQUEST: Community Activity** | |  | |  | |
| **Target number of delegates:** |  |  |  | |  | |
|  | **Total** | **Additional Information** | | | |
| **VENUE** |  |  | | | |
| Room(s) | 0.00 |  | | | |
| Catering booking (per person cost)  Please describe the catering requirements | 0.00 |  | | | |
| AV hire | 0.00 | Microphone, projector | | | |
| **VOLUNTEER/STAFF EXPENSES** |  |  | | | |
| Travel expenses | 0.00 |  | | | |
| Accommodation | 0.00 |  | | | |
| **SPEAKER EXPENSES** |  |  | | | |
| Travel expenses | 0.00 |  | | | |
| Accommodation | 0.00 |  | | | |
| **ONSITE MATERIAL** |  |  | | | |
| Promotional items (e.g. data sticks), speakers gifts etc. | 0.00 |  | | | |
| Printing e.g. delegate lists, agenda | 0.00 |  | | | |
| **MARKETING** |  |  | | | |
| Printing | 0.00 |  | | | |
| Courier | 0.00 |  | | | |
| Postage |  |  | | | |
| **OTHER** |  |  | | | |
|  | 0.00 |  | | | |
| **TOTAL EXPENDITURE** | 0.00 |  | | | |
| **INCOME** |  |  | | | |
| Delegate fees | 0.00 |  | | | |
| Sponsorship /exhibition | 0.00 |  | | | |
| **TOTAL INCOME** | 0.00 |  | | | |
| **TOTAL BUDGET REQUEST** | 0.00 |  | | | |