



Title of the Event		
Named Contact(s) for the Event	Name: Tel.: Email: Name: Tel.: Email:	
Other Partner(s) Involved <i>eg other ALN members; external speakers; etc</i> <i>ALN can assist with a call for contributors should you need it</i>		
Date, Time & Duration of the Event	Date: Duration: Start Time: End Time:	
Location of the event <i>* Please specify if you would prefer to use Teams via ALN or your own institutional version</i>	Online <i>(please state preferred platform):</i> Teams – ALN*: Teams – institutional*: Zoom: Other:	
	In-Person <i>(please provide as much information as possible)</i> Institution / Campus: Building: Room:	
Number of participants in the event <i>NB for online, please state preferred maximum; for in-person events, allow for room size and layout - cabaret style allows for group work, discussion etc</i>		
Format of the Event <i>please tick/highlight all that apply</i>	<input type="radio"/> Exchange of Experience <input type="radio"/> Themed Discussion <input type="radio"/> Workshop <input type="radio"/> Online Delivery	<input type="radio"/> Presentation <input type="radio"/> Debate <input type="radio"/> TeachMeet <input type="radio"/> Knowledge Café <input type="radio"/> Other:
Target Audience <i>to give people an idea of whether they will get anything from it. It's fine to state 'all library staff' or 'all research staff' etc if that is appropriate</i>		

Do you plan to record the event?	Yes: No: Maybe:
Brief Programme for use in Publicity <i>NB this can be amended / developed nearer the time</i>	
Further comments, information or questions	

Please use the Event Planning Checklist to assist you. Once completed, please email it to the ALN Development Managers, Nicky Freeman & Andy Walsh: academiclibrariesnorth@sconul.ac.uk
A Word version of this form is available via the Development Managers.