

# Inspiring Derby 2010

## Showcasing the great things in our city

Monday 28 June – Sunday 4 July

### Booking form

**NOTE:**

- The deadline for returning your booking form is **Monday 15 March**
- **Please read the supporting guidance document**
- Please try and give us as much detail about your event. We would prefer a completed booking form sent to us closer to the deadline, than a half completed form submitted too soon.
- Having received your form a member of our team will contact you after 15 March to finalise your event details. We will ask you to confirm your acceptance, understanding, commitment and responsibility of putting on an event. **This will be your final opportunity to make any changes to the text before it is submitted to the printers – it has to be right!**

<b>Name of event</b>	
<b>Venue</b>	
<b>Meeting point</b>	
<b>Date(s) of event</b>	
<b>Start / Finish Time</b>	To reach a wider audience, like children and families, we ask that <b>you consider</b> early evening or weekend or perhaps run your event again during these times
<b>Contact</b>	Details that will be printed in the programme to get more information or to book
<b>Description of event – approx 150 words</b>  A 50 word summary will be based on this for the programme and for the media.	In your description <b>include how</b> your event will promote 'Inspiring Derby'
<b>Admission details</b>	<ul style="list-style-type: none"> <li>• Is your event free?</li> <li>• Are there age limits?</li> <li>• Can people turn up or must they book?</li> <li>• Any other details?</li> </ul>
<b>Numbers</b>	<ul style="list-style-type: none"> <li>• How many attendees do you expect?</li> <li>• Do you have maximum number?</li> </ul>

Please return to Lisa Stevenson, Derby City Partnership, Box 2020, Derby, DE1 1YL  
email [lisa@derbycitypartnership.co.uk](mailto:lisa@derbycitypartnership.co.uk). For any queries please contact 01332 255627

<p><b>Access information</b> Please tell us what facilities and / or restrictions for those with access requirements</p>		
<p><b>How does this event meet the aims of DCP week as given below?</b></p> <ul style="list-style-type: none"> <li>• Showcase excellence in Derby</li> <li>• Showcase partnership working in Derby</li> <li>• Increase knowledge of the achievements of Derby organisations and communities</li> <li>• Promote Derby to the people of Derby and increase their pride in the city</li> <li>• Hold fun events that are no cost or low cost, which bring people together positively to inspire and be inspired</li> <li>• Consult on Derby's priorities for 2011 and onwards</li> </ul>	<p>Events that meet the aims of Derby City Partnership Week will be included in the programme</p>	
<p><b>Do you have a photograph to put in the programme?</b></p>	<p>Give details of the photograph(s)</p>	
<p><b>Programme copies</b></p>	<p>How many do you need to give out before or during your event?</p>	
<p><b>Information about DCP at your event</b></p>	<p><b><i>Do this yourself</i></b></p>	
	<p><b><i>Ask a member of DCP to attend</i></b></p>	
	<p><b><i>Consultation on SCS priorities</i></b></p>	<p>We will be using the week to consult on priorities for Derby from 2011. The detail of how is being worked on but we wanted to tell event organisers in advance and ask for their support.</p>
<p><b>Contact details for Event Organiser(s)</b></p>	<p><b>Name</b></p>	
	<p><b>Organisation</b></p>	
	<p><b>Address</b></p>	
	<p><b>Phone</b></p>	
	<p><b>e-mail</b></p>	
<p><b>Any other information</b></p>		