Events for everyone: a toolkit
An accessible workshop to add a few key tools to our event organiser skill set, for using in 2018 and beyond!

11th July 2018
Institute of Historical Research, Senate House, Malet St, London WC1E 7HU (Wolfson Room NB01)

Programme

10.30-10.45am  Tea and coffee
10.45-11.00am  Welcome
                Linden Groves, the Gardens Trust
11.00-12.00pm  Stealing the Limelight: Some Publicity Tips
                Jane Bevan, Firebird PR
12.00-1.00pm   How did it go?: Simple Evaluation Ideas
                Phyllida Shaw, Evaluator
1.00-2.00pm    Lunch (provided)
2.00-3.00pm    Heritage Open Days Step by Step
                Sarah Holloway, HODs
3.00-4.00pm    A welcome for all
                Linden Groves
4.00-4.30pm    Discussion
5.00pm         Close

This event is a 5 minute walk from Repton’s Russell Square – do take time to join us for a visit before catching trains!

This training day is free of charge but has a limited capacity so places need to be booked via repton@thegardenstrust.org. Deadline for bookings – 9 July
Event Booking Form

<table>
<thead>
<tr>
<th>Event Title</th>
<th>Sharing Repton ‘Events for Everyone’ Training Day</th>
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<tbody>
<tr>
<td>Venue</td>
<td>Institute of Historical Research University of London, Senate House, Malet Street, London, WC1E 7HU</td>
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<tr>
<td>Date</td>
<td>11 July 2018</td>
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Contact Details

First Name
Surname
CGT Name/GT Membership No./Other Organisation
Email
Postal Address
Tel No.

Please let us know if you have any special access or dietary requirements:

How did you hear about this event?:

Would you be happy for us to include your name and email address on the list of attendees at this event, to be shared amongst participants? YES / NO (Please delete)

Would you be happy for us to add you to the Gardens Trust’s database, so that we can send you occasional updates, including news of upcoming events? YES / NO (Please delete)
Your details will not be shared with any other party. We take the privacy of your data very seriously. For further information, please see http://thegardenstrust.org/privacy-cookies/

Please return this booking form by e-mail to: repton@thegardenstrust.org
Deadline for bookings: 9th July 2018
If you book a place and then find you are not able to attend please notify us by e-mail as soon as possible so that we can offer your place to someone else.