



Oakswood College

Empowering Through Education



Proposed Event Request

Form

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE

PROPOSED EVENT REQUEST FORM FOR USE BY STAFF AND STUDENTS

(To be submitted to the compliance@oakwoodgroup.co.uk at least 4 weeks prior to the planned event being proposed)

On receipt of this form, we will contact you to confirm receipt and may request any relevant further information. Once we have all relevant information, we will conduct a Proposed Event Risk Assessment (using Appendix B to the Code of Practice on Freedom of Speech).

Please be aware that withholding any information which you are aware of that is requested in this form may compromise our institutional risk assessment process and therefore could lead to disciplinary action against you for obstructing our processes and staff from properly fulfilling their institutional, legal and statutory duties.

Section 1: Proposed Event Organiser Details	
Name of Event Organiser(s):	
Status (e.g., Staff/Student/External):	
Department/Course (as applicable):	
Contact Email:	
Contact Phone Number:	

Section 2: Event Details	
Proposed Title of Event:	
Purpose/objectives of the Event:	
Proposed Date & Time:	
Will the event be held:	Internally (i.e. on campus)?
	At an external location?
Venue/Location:	
Expected Number of Attendees:	

This form is aligned with the Oakwood College's Code of Practice on Freedom of Speech, alongside Appendix B risk assessment template and its scoring rubric, ensuring all necessary details are gathered for a timely and robust event proposal assessment process.



Section 3: Foreseen Attendees

- Tick all the below categories of attendees that you propose the event being open to:

Students of Oakwood College only:	<input type="checkbox"/>
Staff of Oakwood Staff only:	<input type="checkbox"/>
Members (Students, Staff, Trustees/governors) of Oakwood College only (please specify all groups included):	<input type="checkbox"/>
External specific invited guests (but not guest speakers):	<input type="checkbox"/>
1 or more external guest speakers:	<input type="checkbox"/>
The public:	<input type="checkbox"/>
Other (e.g. primary school/secondary school children):	<input type="checkbox"/>

If you have ticked 'Other', please provided details below:

Section 4: Details of Event Speakers / Presenters

If you are proposing more than 4 speakers/presenters, please either:

- *expand the table below to include all proposed speakers, whether they are external or internal to Oakwood College, or*
- *alternatively use another Appendix A form to complete the additional details, submit it together with this form and clearly indicate that these forms accompany each other in the box below.*

- Please provide full name(s) and affiliations/organisations of Proposed Speaker(s) (including all panellists):

Are there more than 4 proposed speakers?	Y/N	If yes, please confirm by ticking this box that you have completed and are submitting a second form:	
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Speaker 1 details:

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Name:		
Biography /Credentials (you can attach a CV with this form):		
Are you aware of any previously cancelled / refused events involving any the Speaker(s) at Oakwood College or any other institutions:	Y/N	If yes, please give all details that you know:
Speaker 2 details:		
Name:		
Biography /Credentials (you can attach a CV with this form):		
Are you aware of any previously cancelled / refused events involving any the Speaker(s) at Oakwood College or any other institutions:	Y/N	If yes, please give all details that you know:

Section 5: Event Content

Please complete all sections. Where information is not yet confirmed, please indicate this including any relevant timeframes.

- 1. Please provide a brief Summary of Event Content/Agenda (please submit draft / example programme with this form if available and draw reference to it below):**

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2. Event Format (e.g., lecture, panel, debate, workshop, performance):

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3. Who will be chairing/running the event? (please give details of how you foresee the event running and who is in charge of what):

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4. Are there any controversial or sensitive topics to be addressed?

Y/N	If yes, please give all details that you know in the box below:

Section 6: External Reach, Publicity and Audience

1. Will the event be advertised publicly (eg website, social media)?

Y/N	If yes, please give all details that you know in the box below:

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2. Is media attendance expected/invited?	
Y/N	If yes, please give all details that you know in the box below:

Section 7: Risk and Safety Information

1. Do you anticipate any potential security, safety, reputation or other risks associated with the EVENT?

Y/N	<ul style="list-style-type: none">• Please give all details that you know in the box below• Even if the answer is 'no', please include any other relevant information that you believe Oakwood College should know or take into account:

2. Do you anticipate any potential security, safety, reputation or other risks associated with any INVITED SPEAKERS?

Y/N	<ul style="list-style-type: none">• Please give all details that you know in the box below• Even if the answer is 'no', please include any other relevant information that you believe Oakwood College should know or take into account:
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3. Have any special security or event managements measures been discussed, planned, requested or anticipated?	
Y/N	<ul style="list-style-type: none">• Please give all details that you know in the box below• Even if the answer is 'no', please include any other relevant information that you believe Oakwood College should know or take into account:
4. Will any additional institutional support (security, stewarding, etc) likely be required?	
Y/N	<ul style="list-style-type: none">• Please give all details that you know in the box below• Even if the answer is 'no', please include any other relevant information that you believe Oakwood College should know or take into account:
5. Please list below any other matters you are aware of that you think INSTITUTION should consider in the context of managing and/or risk assessing this proposed event:	

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SECTION 8: Additional Information

1. Please list below any relevant supporting documents you are submitting with this request (including another Appendix A form where applicable):

(Expand as necessary; there is no limit to the amount of supporting documentation that can be submitted)

1.	
2.	
3.	
4.	

2. Any additional comments or requests?

(e.g. specific arrangements, timeframes/deadlines we should be aware of, additional contact details not previously provided in this form etc)

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Section 9: DECLARATION

- Tick and complete the boxes below in this section of the form to declare you are complying with Oakwood College's requirements and policies:

I confirm that, to the best of my knowledge, the information provided above is accurate and complete.	<input type="checkbox"/>
I confirm that I have read and understood the Oakwood College Code of Practice on Freedom of Speech.	<input type="checkbox"/>
I understand submission of this form does not constitute approval; event approval will be subject to a full risk assessment as per the College's Code of Practice on Freedom of Speech.	<input type="checkbox"/>

NAME OF EVENT REQUESTER:	
SIGNATURE OF EVENT REQUESTER: <i>(This can be typed if submitting electronically)</i>	
DATE OF COMPLETION OF THIS FORM: <i>(DD / MM / YYYY)</i>	

You should submit your completed form together with any accompanying documentation as listed in Section 8 to compliance@oakwoodgroup.cio.uk

We will acknowledge receipt and contact you normally within 3 working days regarding next steps, or for any further information required.

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