

Appendix 7

Event Notification Form

Please fill in this form for **every** event that your group is holding and return it to Dementia UK by post or email before you begin organisation. We may need to check the event is covered by our insurance policy, and we will confirm this with you as soon as possible.

Name of group	
Event name / type of event	
Date and time of event	
Key event contact	
Address where the event is being held	
Brief description of event. Please include as relevant: Number of people expected Ticket price Other fundraising occurring e.g. raffle	
Will alcohol be served at the event?	
Fundraising target or estimated total	
Expected expenditure	

Please return to: Dementia UK, 1 Aldgate, London EC3N 1RE or email to fundraising@dementiauk.org