

# Yorkshire Geology Month 2006

## Event form

(Please complete a form for each event that you are organising. Please cut and paste this page into an e-mail and return it to the YGM2006 organising committee. Any information that you do not wish to be published should be added in the section at the end of the form.)

**What?** Title and brief description of event.

**When?** Date, start time, finish time (you may want to give exact details only to those who book).

**Where?** Place, including grid reference and directions if necessary (you may want to give exact details only to those who book).

**Who?** Name of the leader(s) or speaker(s) or organisers and the society, organisation or business that the event is being run on behalf of, if any. Contact name, address, telephone, e-mail, website. (This information will be made public unless you specify otherwise. We will try to protect your e-mail address from spam-robots if you wish).

**How?** Further information about the event:  
Is the event suitable for all?

Who is it not suitable for? (e.g. age restrictions, disabled access)

Is booking required?

How to book?

Is there a fee?

Nearest car parking. Is there a parking fee? -

Nearest public transport -

Nearest public conveniences -

Things that will be provided (e.g. handouts, protective equipment) -

Things to take to the event (including any protective clothing) -

Is there any safety advice that people need to know in advance?

Advanced reading (e.g. books/websites where people can get information before the event) -

Any **confidential information** only to be shared only by the Organising Cttee should be listed below this line.

NOTE - It is the responsibility of event organisers to pass on safety information to those attending. Yorkshire Geology Month does not have any liability insurance. By returning this form you are giving permission for this information to be made available to the public and for your details to be held on a computer. We will cut and paste the information you send us into our web-pages and leaflets.

In the first instance please return this form to Mike Horne - e-mail XXXXX or write to XXXX. You may be contacted by other Geology Month organisers subsequently.