

***SOUTH BELFAST INCLUSION FESTIVAL***

**EVENT PLANNING TEMPLATE.**

**1. Organisations name.**

**2. Contact Person.**

**3. Contact Details.**

<b>Postal address</b>	
<b>BT Code</b>	
<b>Telephone</b>	<b>Fax</b>
<b>Email</b>	

**4. Event details.**

**5. AIMS – What do you wish to achieve.**

**6. OUTCOMES-What will your community/customers/organisation gain from the event?**

**7 Cost please provide a breakdown of individual elements I.e. Facilitators costs.**

Please return DENISE WRIGHT or HENRI MOHAMMED