**Scrap the Cap Event Notification**

In order to ensure we are able to distribute products across the North West and draw on Regional and the wider RCN team, could you please complete the details below when you are having an event, no matter how large or small.

Please return to Janine Dyson janine.dyson@rcn.org.uk

|  |  |
| --- | --- |
| **Date of event** |  |
| **Time** | From: To: |
| **Location** | Address:Postcode |
| **Lead Person**  | NameEmailTelephone |
| **Branch** |  |
| **Supporting Officer**  |  |
| **Number of Sail Banners requested** |  |
| **Number of T Shirts requested** |  |
| **Number of Placards requested** |  |
| **Number of Pull up banners requested**  |  |
| **Any other materials you need from Region** | Postcards:Badges:Become a pay champion cards:Update your details cards:Selfie Boards:Pens: |
| **Audience for event (public/members/staff)** |  |
| **Estimated number expected to attend**  |  |
| **Detail of any media/MP contact made**  |  |
| **Additional staff resources needed**  |  |

If you have any queries please do not hesitate to contact me

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