

**16- 22 May 2022**

**National Dementia Action Week Event’s Form**

*Please fill in the form to submit your event to the WDAA’s National Dementia Action Week booklet. Once completed, please send to* [*wellbeing@wealden.gov.uk*](mailto:wellbeing@wealden.gov.uk) *by* ***Friday 25th March 2022***

|  |  |
| --- | --- |
| Date: |  |
| Official Event Name: |  |
| Time: |  |
| Venue Address (with postcode): |  |
| Description (max 20 words): |  |
| Contact details for further information or booking (to note: this will be published in the booklet).  Complete this section only if contact details are different to the lead organiser. | Name:  Email address:  Phone number: |
| Price per person (please state if this is a free event): |  |
| Is booking in advance required? | Yes / No |
| Organisation: |  |
| Do you have a Facebook page?  If yes, please state name of Facebook page: | Yes / No |
| Lead Organiser: | Name:  Email address:  Phone number: |
| Logo(s) - Send separately via email. (Please include any organisations which have sponsored your event): |  |
| Note: |  |

***Turn over…***

**What else will be available at your event? (Tick (✓) the appropriate facilities:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Facility** | **More details** | **Yes/No** | **Please add comments:** |
| Car Parking | On street car parking? |  |  |
| Car park available? |  |  |
| On site car parking? |  |  |
| Is there disabled parking? If so, where? |  |  |
| Toilets | Are there toilets available at your event? |  |  |
| Are there accessible toilets at your event? |  |  |
| Venue | Is the venue accessible?  Please add further details. |  |  |
| Refreshments | Will there be refreshments available at your event?  If yes, please add further details. |  |  |
| Transport | Can transport be provided if someone wishes to attend your event? If yes, please add further details. |  |  |
| Hearing loop | If applicable, is a hearing loop available at the venue? |  |  |

**Thank you for submitting your event ☺**

**How else can you promote your event?**

If you would like to further promote your event please add your event:

* On ESCIS, the East Sussex Community Information Service. To add your event to ESCIS, go to: <https://www.escis.org.uk/about/add-your-event/>
* On social media! Don’t worry if you don’t have a Facebook account, let us know and we can add your event on our social media. Also don’t forget to follow our Facebook page, ‘Wealden Dementia Action Alliance to find out the latest news and dementia friendly events in Wealden. To follow, go to: [Friends of Wealden Dementia Action Alliance | Facebook](https://www.facebook.com/groups/friendsofwdaa/)

For further information on dementia friendly events and news in Wealden, have a look at our Wealden Dementia Action Alliance webpage: [www.wealden.gov.uk/dementia](http://www.wealden.gov.uk/dementia)