**Student Celebration Showcase Event – – Thursday 25 April 4.30 – 7.30pm**

**Department Request Form**

We would like to invite you to celebrate A2 student achievements at BHASVIC’s new showcase event. Please share with us who / what achievements you would like to be included:

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| 1. **Your Name**:
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| 1. **BHASVIC Department/ Area of Provision**:
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| 1. What student achievement(s) would you like to showcase?
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| 1. How many students invited?
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| 1. How many staff to attend? (list names)
 |
| 1. Format of showcase (tick and detail **all** that apply):

|  |  |
| --- | --- |
| **Tick** | **Format** |
| 🞏 | Exhibition Display |
| 🞏 | Performance |
| 🞏 | Live Demonstration |
| 🞏 | Film, Video Clip |
| 🞏 | Powerpoint/ Image display |
| 🞏 | Reading/ sample of work |
| 🞏 | Speech (3 mins max) |
| 🞏 | Other |

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| 1. Resources needed: Accommodation; IT/Audio/Visual; Furniture:
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| 1. Please describe what you will do at the Student Celebration Showcase Event:
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| 1. Where would you prefer to showcase achievement(s) (please select at least one location):

|  |  |
| --- | --- |
| **Tick** | **Venue** |
| 🞏 | Main Hall |
| 🞏 | Copper café display space |
| 🞏 | Room 25 |
| 🞏 | Room 24 |
| 🞏 | Room 23 |
| 🞏 | Covered walk way outside main hall  |
| 🞏 | Theatre (reserved for performing arts) |
| 🞏 | Lab rm 27 (reserved for sciences) |

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| 1. Please outline any specific instructions:
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| 1. Please list names, rolls and contact details of any external guest speakers along with what they would be doing on the evening:
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