**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**: |
| 1. **BHASVIC Department/ Area of Provision**: |
| 1. What student achievement(s) would you like to showcase? |
| 1. How many students invited? |
| 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 | |
| 1. Resources needed: Accommodation; IT/Audio/Visual; Furniture: |
| 1. Please describe what you will do at the Student Celebration Showcase Event: |
| 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) | |
| 1. Please outline any specific instructions: |
| 1. Please list names, rolls and contact details of any external guest speakers along with what they would be doing on the evening: |