

## School of Design: EVENT CAPTURE

If additional space is required use the continuation sheet supplied at the end of this document.  
Please save completed forms with this naming structure: **'YourSurname\_FirstName\_EventTitle'**  
and return to **Dr Stephen Kennedy** at **S.Kennedy@greenwich.ac.uk**

Your name:

Date:

Name of event / exhibition / project / conference

Key date(s) for event(s)

Location(s) of Event(s)



### Project team

Name

Organisation

Role

Brief description

Main Organiser / Curator

Presenting organisation(s)

**Funding**

Funder (including UoG if in-kind)

Activity

Amount (£)

PLEASE PROVIDE LINKS TO:

Promotional / marketing material(s) – digital copies can be attached at the end of this document

Website(s) and statistical data if available

Images – digital copies can be attached at the end of this document

Video

Reviews

**Visitor demographics** – please enter recorded figures below

NO. OF VISITORS:

Estimated

Actual

AGE GROUPS:

0–15

16–30

31–45

46–60

60+

AREAS OF INTEREST:

Art

Design

Film/Media

Sound/Music

Education

Technology

Others

PLEASE PROVIDE LINKS TO:

Visitor testimonials

Social media activity

Publications (by UoG staff)

Related conference papers (by UoG staff)

References to research

Legacy (further invitations / venues / iterations / research opportunities)

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Use this space to provide any additional information . . .