

Latin America and Caribbean Centre (LACC)

Please complete the form to request a joint event with LACC.

We aim to give an initial response to requests within 5 working days, please note that before we give a decision we may request further details from you.

LSE Student Society name:
Contact details: <ul style="list-style-type: none">- Name:- Email:- Tel:
LSE SU Social Media accounts: <ul style="list-style-type: none">- Facebook:- Twitter:- Instagram:
Date of request: ___ / ___ / _____

Event details

<u>Event name:</u>
<u>Date(s):</u> Please specify whether there is flexibility with the date(s)
<u>Start time:</u>
<u>End time:</u>
<u>Name(s) of speaker, their position/role, affiliated organisation:</u>

Has the speaker been invited? If so, has he/she confirmed?

Do you have a Chair for the event? If so, please specify name.

Are you partnering with other LSE departments or Student Societies to host the event?

Do you have funding for the event? Please provide details on the amount and the source.
(Please also specify whether you have made applications for funding)

Will this be a ticketed event? eg. PLP, Eventbrite

Will this be a Public event?

Have you booked a room for the event?

How many attendees are expected?

Do you have projector and/or audio requirements?

Will there be catering at the event?

Will the event be followed by a reception? Please provide catering and location details.

How will you promote the event?

