



BOOKING ENQUIRY FORM

FOR STAFF USE ONLY
Reference No:

Please fill out this form indicating the details of your event. The New Adelphi Booking Team will aim to respond to your request within two weeks.

Event title: _____

Ideal venue: _____

Ideal event date/s: _____

Event start time: _____

Event run time (including interval/s): _____

Set up time: _____

Technology requirements: _____

**PLEASE SEE
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Staff Assistance Required:

YES

NO

Details:

Approximate number of attendees:

Event type:

Curriculum/Co-curricular

Research

Enterprise/ICZ

External

Event overview:

Any other information:

Contact name:

Contact number:

Contact email:

Please send your completed form to am-newadelphi_bookings@salford.ac.uk