

CADA NI One World Festival 2019

EVENT PROPOSAL FORM

Please return to festival@cada-ni.org
by 09.00am Monday 1st July 2019.



Title of event Short, snappy and engaging!	
Proposed Date (must be during 16th-27th October)	
Time & duration (e.g. 7-8pm, 60mins)	
Short Event Description 25 words or less; a short summary to appear online.	
Summary of event proposal The main description of your event for the Festival web site. Maximum recommended length 300 words.	
Name of main group(s)/organisation(s) proposing the event (if applicable)	
Anticipated audience numbers	
Ticket price/concession (if applicable)	
Location/venue (if known)	
Technical requirements (if any)	
Any other information or special requirements? (if applicable)	

Your details

Name	
Telephone number	
Email address	
Contact organisation (if applicable)	

By submitting this event proposal to the One World Festival and, subject to our event being selected for inclusion in the festival, we confirm the following:

- Our proposed event is in keeping with the vision, mission and aims of the festival and will aim to increase awareness of the Global South, promote understanding of issues that affect the lives of the poorest people and inspire action in our communities towards a just, peaceful and sustainable world.
- We agree to abide by the One World Festival event criteria, including promoting the full festival programme at our event.
- We will carry out a risk assessment and safeguarding assessment and ensure all appropriate actions are taken to ensure the event complies with all health and safety and safeguarding requirements.
- We will have public liability insurance in place for the event and will provide confirmation of insurance to the Festival organisers as required.
- We accept that the decision of the One World Festival Committee in selecting events for inclusion in the Festival programme is final.

Festival Grants: A very limited number of grants (up to a maximum of £500) are available to support small groups / organisations holding events in the Festival. Grants may only be used for direct expenditure (e.g., venue hire, speaker(s) fees, resources, etc.) and invoices and/or proof of expenditure will be required. For more information about Festival grants please contact the festival at the email address below.

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If you have any queries, or would like more information about CADA NI or One World Festival please contact:

CADA NI
c/o Concern Worldwide
47 Frederick Street,
Belfast, BT1 2LW

Tel: 028 9033 1100

Email: festival@cada-ni.org

