



Dundee Science Festival 2019: Partner's Event Planner

We are so excited that you want to share your knowledge and skills to bring people together to enjoy science!

In order for us to coordinate the event, we need a few details about yourself and your activity.

If you have any questions, please do not hesitate to get in touch with our Exhibition and Community Engagement Officer, Tony Canning
tony.canning@dundeesciencecentre.org.uk or on 01382 868608

About you:

Name:
Organisation:
E-mail:
Phone:
Date(s) available:
Who will be coming along on the day? (note - activity must be supervised at all times):

List all equipment or services you will require from Dundee Science Centre

Item/Service	Quantity	Reason for requirement
Table(s)		
Chair(s)		
Power socket(s)		
Running water		
Display board(s)		
Extension cord(s)		
Projector		
Laptop(s)		

Please note that where ever possible Dundee Science Centre will support partners with use of standard equipment and services that we have available onsite. Should a partner require services or equipment that will require external hire fees, these costs will be passed on directly to the partner.

On the day:

Car parking passes (only for events hosted at Dundee Science Centre) will be provided - please note that a limited number are available on each event date.

Car make and model	Colour	Car Registration	Car owner name

We will provide refreshments on arrival and lunches for events taking place at Dundee Science Centre, please let us know if any of your team have dietary requirements.

Name	Dietary requirements

Please complete all of the above and return to Tony Canning at tony.canning@dundeesciencecentre.org.uk. Should you have any queries or would like to discuss any aspect of this event further, please don't hesitate to get in touch on 01382 868606.