

## SILVER OPTION 2

### 6<sup>TH</sup> Form College

The Event can be booked for any of the following days, and these are in line with the half-term week. This will ensure we can fully utilise the space for your event.

#### **Monday 17 February 2025 to Friday 21 February 2025**

The proposed event space would be within the Lowestoft Sixth Form. The ground floor area would be set up in a conference-style layout with individual chairs.

- The organisational stands can be easily located around the seating plans.
- Breakout areas x 6 can be set up on the first floor as well as with the theatre space, behind the presenter area.
- Car parking would be defined in key areas next to the sixth form (stands and presenters) as well as the main car parks that can be managed and signposted to the Sixth Form.
- Sign-in stations will be set up in the main reception areas alongside 2 refreshment areas. A breakout area will also be located near this space to allow networking.
- A dedicated lunch area will be provided to support the set-up of lunch late morning, without disrupting the main event.

Event Space ( set up time if required the day before) to the agreed layout.	£1000.00
General event support for set up and during the day.	
Refreshments on arrival and during the day	£4.00/ person = £600

#### External caterer possibilities ( separate costs)

- Funnels
- Lound Garden Centre
- Access Community Trust ( Sams Café)
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Max £10pp = £1.5k

#### Management of the event to include-

- Relevant risk assessments
- Management of the booking system and all communication with delegates leading up to the event
- Management of booking for all stands and set up instructions
- Wider marketing outside the council promotion via social media and key college contacts ( would gain permission for all external activity before launch)

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- Coordination of all guest speaker presentations before the event, and set up on the day
- Management of the breakout areas
- Any other elements with pre-agreement
- Oversight of event feedback and production of a summary report
- Liaising with the external caterer on needs, dietary requirements etc
- Support to explore carbon reduction activities linked to the event ( transport, waste)

Please note where possible college students/ adult within employment projects will be encouraged to support the event through aspects such as marketing, meet and greet, hospitality, and workshop facilitators/ note takers.

Cost £1,000

**TOTAL £4,100 ex vat**