

+ READING **VOLUNTARY** ACTION

Event form

Providing your event information on this form will help us promote it effectively on the RVA Directory and give readers all the information they need.

Sections in BOLD are required. Details may be edited prior to publication at RVA's discretion.

Organisation name

Event title

(remember this title will be seen on its own on various websites and systems and needs to be descriptive in its own right)

Event date YYYY-MM-DD

Start time HH:MM (24 hour clock)

End time HH:MM (24 hour clock)

Location *Location information is required for all events as we use it to display a map on our site. In the case of events being held across Reading, or at various places, please enter the nearest or starting location, and specifically a post code.*

Address line 1

Address line 2

Address line 3

Town

Postcode

Wheelchair accessible? Yes

Contact details *These are the specific details if people want to learn more about this event, or to book places, buy tickets etc*

Telephone

Mobile

Minicom / textphone

E-mail

Website address

Area of interest / subject

Please tick **only one** from the list below:

- | | |
|---|--|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Bereavement | <input type="checkbox"/> Legal issues |
| <input type="checkbox"/> Commerce & Business | <input type="checkbox"/> Life skills & Team work |
| <input type="checkbox"/> Communities of interest | <input type="checkbox"/> Nature & Environment |
| <input type="checkbox"/> Conservation & Restoration | <input type="checkbox"/> Neighbourhood |
| <input type="checkbox"/> Consumer & Finance issues | <input type="checkbox"/> Planning & Development |
| <input type="checkbox"/> Counselling | <input type="checkbox"/> Refugees & Asylum seekers |
| <input type="checkbox"/> Crime & Offending | <input type="checkbox"/> Relationships |
| <input type="checkbox"/> Cultural identity | <input type="checkbox"/> Religion & Faith |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Families & Parenting | <input type="checkbox"/> Social care |
| <input type="checkbox"/> Funding & Fundraising | <input type="checkbox"/> Sports & Fitness |
| <input type="checkbox"/> Government & Politics | <input type="checkbox"/> Substance abuse |
| <input type="checkbox"/> Health | <input type="checkbox"/> Victims of crime |
| <input type="checkbox"/> Hobbies & Leisure | <input type="checkbox"/> Voluntary sector |
| <input type="checkbox"/> Homelessness | |

Event type

Please tick **only one** from the list below:

- | | |
|---|--|
| <input type="checkbox"/> Activity | <input type="checkbox"/> Market / Sale |
| <input type="checkbox"/> AGM | <input type="checkbox"/> Meeting / Talk / Presentation |
| <input type="checkbox"/> Campaigning | <input type="checkbox"/> Open day |
| <input type="checkbox"/> Cluster group | <input type="checkbox"/> Other event |
| <input type="checkbox"/> Community development | <input type="checkbox"/> Public interest |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Showcase |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Social gathering |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Sport / Fitness |
| <input type="checkbox"/> Festival / Fete / Carnival | <input type="checkbox"/> Training |
| <input type="checkbox"/> Forum | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Fundraising | |

Event details

Use this area to describe your event in more detail. The first paragraph is the most important as this will be displayed with more prominence. Remember that people will be searching for this event using words and phrases, and that you should include these in your description.