

[EVENT & VENUE NAME, DATES INSTALLATION OPEN]

Installation & Curation

Venue/event website			
Venue contact name	Role/position	Email	Number +44(0)
Event contact name	Role/position	Email	Number +44(0)
Venue address, loading access details, name of room/location within venue – including loading access details (e.g., parking while unloading, service lift etc)			
Staff arranged for set-up & dismantle		Van/transportation	
Arrival/unload date & time		Set-up installation date & time	
Open to public from (and opening times)			
Close date/time		Dismantle & leave by	
Health and safety checks/form completed		Insurance	
Media/press (Uni & Event)			
Staffed/attended by			
Any other venue issues/considerations			

Launch Event

Date/time	
Team attending (indicate if also presenting)	
Media (pre-event advertising and during event e.g., photographer)	
Invitations	
Catering	
Other	

**Any other comments, considerations, or activities at this location
(e.g., ticketing arrangements if not organised by venue)**

--