



EVENT AND CLIENT INFORMATION			
COMPANY	Scottish Government Tackling Child Poverty and Financial Wellbeing Division	DAY & DATE	Wednesday the 3 rd May 2023
CONTACT NAME	[redacted]	TIMES	09:00 – 13:00
ADDRESS		EVENT TYPE	
INVOICE NAME & ADDRESS	[redacted] Tackling Child Poverty and Financial Wellbeing Division Scottish Government Atlantic Quay 4 - c/o Atlantic Quay 5, 150 Broomielaw, Glasgow, G2 8LU	PO NUMBER REQUIRED	
EMAIL	[redacted]@gov.scot	INVOICE NUMBER	3401
PHONE		NO. ATTENDEES	TBC (90 ish?)
ON THE DAY CONTACT	[redacted]	VENUE SPACE(S)	Ladies Baths
DOVECOT CONTACT	[redacted]		

EVENT DETAILS			
EVENT SET-UP (Enter what is required and where)		EQUIPMENT REQUIREMENTS (Enter what is required and where)	
Layout Style	Cabaret Style	Projector Hire ([redacted] per day)	Yes
Extras	<i>(Please note any additional requirements/information regarding room set up below)</i>	PA System Hire ([redacted] per day)	TBC
		Lectern	Yes
		Flipchart and pens	
		Poseur tables	
		Uplighters ([redacted] per one)	
CATERING (Enter where, when & what the catering requirements are) Ex: 11:00 – X15 Tea and coffee		DIETARY REQUIREMENTS	

EVENT SIGNAGE		EARLY ACCESS ([redacted] per hour)	N/A
ADDITIONAL INFORMATION			
<i>Add any additional information which is important to the event here:</i>			

RUNNING ORDER		
Time	Activity/Detail	Owner
08:45	Dovecot Event Team on sight	
09:00	Client Arrives	
09:30	Attendees arrive	
TBC	Refreshments served	
13:00	Event ends – client and attendees depart	

Please note any additional items required on the day of the event, such as catering must be paid for before departure.

Client Signature

Date

Please return to: **events@dovecotstudios.com**