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**Folkestone Triennial ‘The Plot’ 2021**

**Workshop Proposal Form**

Thank you for your interest in the Folkestone Triennial Workshop Call out. We are looking for a broad idea of what you want to do and may contact you for more information if needed.

Once you have completed this form please send, via email to liv@livpennington.com with ‘Triennial Workshop Proposal’ in the subject line. The deadline for proposals is **midday, 12 July 2021.**

As well as this completed form, please provide any additional information you think might be useful; documentation of your work, examples of the workshop taking place (if available), a risk assessment etc.

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| **Your full name(s):** |  |
| **Company name:** | Leave blank if this isn’t applicable  |
| **Contact Email:** |  |
| **Contact Phone:** |  |
| **Website address or any online documentation of your work (eg. social media):** | Leave blank if this isn’t applicable |
| **Workshop Title:** |  |
| **Public Liability**  |  Yes / No |
| **Current DBS** | Yes / No |

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| **Please provide a brief outline of your workshop idea, and how it relates to ‘The Plot’ in no more than 200 words:** |

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| **What type of location/ venue would be ideal? (please name a specific location/venue if possible)** |
| **Who is your ideal audience / who do you think this workshop will appeal to?** |
| **How much set up time would be ideal?**  |
| **What materials will you require / be using?**  |
| **What other requirements would you need (i.e. power supply, tables, chairs etc)** |
| **Ideally, what would be the duration / session times of the one-day workshop?** |
| **What would be your ideal capacity / number of attendees?** |
| **Are the workshops open/drop in or would you prefer people to prebook?** |
| **In terms of health & safety, what potential issues are there that we would need to be aware of and overcome? If you have one, please attach a risk assessment to your proposal.**  |