**Request for the Approval of An External Speaker/Event**

**Note:** If there is more than one speaker, then a separate form will need to be completed for each individual. All forms should be submitted at the same time.

**PART A:**

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| **Event Details** | | | | | |
| Event Title: | |  |  | | |
| Event Date: | |  |  | | |
| Event Timings: | | Start Time: |  | End Time: |  |
| Location of Event: | Internal Location: | Campus: |  | | |
| Building: |  | | |
| Room or Area: |  | | |
| External Location: | Building or  Venue  Name: |  | | |
| Address:  *(including post code)* |  | | |
| Room or Area: |  | | |
| Name of Organiser: | |  |  | | |
| Organiser’s Contact Details: | | Postal Address: *(If external)* |  | | |
| Telephone: |  | | |
| Email: |  | | |
| Name of Faculty / Department / Subsidiary / Partner / Society: | |  |  | | |
| Maximum Number of Attendees: | |  |  | | |
| How many Attendees are likely to be Members of the Public? | |  |  | | |

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| Will there be Children (persons under 18 years of age) or Vulnerable Adults in Attendance? | Yes:  No: | |
| If ‘Yes’, then please provide further details on numbers and categories below: | |
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| How will the Event be advertised? *(Social Media, Email, Radio, Newspapers, Posters, Flyers etc.)* |  | |
| Are there any of the following activities planned? *(Please answer ‘Yes’ or ‘No’ to each item)* | An exhibition of a film or short video | Yes:  No: |
| The performance of a play | Yes:  No: |
| The performance of live music | Yes:  No: |
| Any playing of recorded music | Yes:  No: |
| The performance of dance | Yes:  No: |
| An indoor sporting event | Yes:  No: |
| Boxing or wrestling entertainment | Yes:  No: |
| Any other activities *(please specify below)* | Yes:  No: |
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| Is the Event being sponsored? | Yes:  No: | |
| If ‘Yes’, then please provide the sponsors’ details below: | |
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| Do you intend to sell tickets or charge an entrance fee with a view to making a profit? | Yes:  No: |
| If ‘Yes’, then please provide details of the charges below: |
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| Is the Event intended to raise money for charity? | Yes:  No: |
| If ‘Yes’, then please provide details of the organisation(s) below: *(including full name(s) and charity number(s))* |
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| Do you intend to be selling anything other than tickets at your Event? | Yes:  No: |
| If ‘Yes’, then please provide further details of items and charges below: |
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| Do you intend to have alcohol available or provide late night refreshment (hot food and/or drink after 11pm) at the Event? | Yes:  No: |
| If ‘Yes’, then please provide further details of items and charges (if applicable) below: |
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| Will security be required? | Yes:  No: |
| Will the External Relations department need to be informed? | Yes:  No: |

**PART B:**

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|  | **SPEAKER’S DETAILS** | | | |
| Speakers Name: *(include Mr/Mrs/Miss/Ms/Dr etc.)* |  | | | |
| Is the speaker a member of staff or a student? | Yes:  No: | | | |
| Is the Speaker known by any other names or aliases? | Yes:  No: | | | |
| If ‘Yes’, then please provide further information below: | | | |
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| Speaker’s Organisation: | Full Name: |  | | |
| Address:  *(including post code)* |  | | |
| Speaker’s Online Presence: | Full Name of Website: |  | | |
| URL: |  | | |
| Facebook: |  | | |
| Twitter: |  | | |
| Instagram: |  | | |
| Speaker’s Contact Details: | Telephone: |  | | |
| Email: |  | | |
| Subject Matter: |  | | | |
| Title of Talk or Purpose of Meeting: |  | | | |
| In what language(s) will the speaker be delivering the talk? |  | | | |
| Does the Event have any contentious topics? | Yes:  No: | | | |
| If ‘Yes’, then please provide further information below: | | | |
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| Speaker Arrival: | Date: |  | Time: |  |
| Speaker Departure: | Date: |  | Time: |  |
| Has the Speaker previously spoken at the University of Wolverhampton (or any of its  Subsidiaries), the University of  Wolverhampton Students’ Union,  or any affiliated Partner organisations? | Yes:  No: | | | |
| If ‘Yes’, then please provide further details below: *(including dates, locations, topics and any issues highlighted before, during and/or after the event or other meeting)* | | | |
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| Has the Speaker previously been refused approval to speak at the University of  Wolverhampton (or any of its  Subsidiaries), the University of  Wolverhampton Students’ Union,  or any affiliated Partner organisations? | Yes:  No: | | | |
| If ‘Yes’, then please provide further details below: *(including dates, locations, topics and any issues highlighted relevant to the reason for refusal)* | | | |
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| Has the Speaker previously been refused approval to speak at any other educational organisation or in a public environment? | Yes:  No: | | | |
| If ‘Yes’, then please provide further details below: *(including dates, locations, topics and any issues highlighted relevant to the reason for refusal)* | | | |
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| Has the Speaker previously created any media interest? | Yes:  No: | | | |
| If ‘Yes’, then please provide further details below: *(including dates, locations, topics and any issues highlighted relevant to any media interest)* | | | |
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| **SIGNED:** *(Organiser)* |  |
| **PRINT NAME:** |  |
| **DATE:** |  |

**PART C:**

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| **COMPLIANCE APPRAISAL** | | |
| Compliance Lead Details: | Name: |  |
| Faculty /  Department /  Subsidiary / Partner /  Other Name: |  |
| Office: |  |
| Telephone: |  |
| Email: |  |
| Has the Event been logged on your Register of Events? | Yes:  No: | |
| If ‘Yes’, then please provide log reference and date information below: | |
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| What checks have already been carried out for the Speaker? |  | |
| What level of risk have you determined in relation to the Speaker? *(please refer to the table below)* |  | |
| Does this require referral to the University Secretary? | Yes:  No: | |
| If ‘Yes’, then please provide details of referral information below: *(including date, method of referral and reasons for escalation)* | |
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| **RISK LEVEL** | **DESCRIPTION** |
| **VERY LOW** | The speaker is a known expert in their field and is not known to be controversial, or hold any contentious opinions. Their presence at the Event is unlikely to be perceived as provoking. The subject matter and title of the talk is not controversial nor is it likely to be considered as offensive in any way. Attendance to the Event is limited to staff and students only. |
| **LOW** | The speaker may hold strong opinions on their subject matter but this is not considered as contentious. They may not have an established reputation in their field and the talk is unlikely to be offensive or controversial. It is very unlikely that the speaker or talk will attract any negative media attention or the requirement for a security presence. Attendance to the Event could potentially be high but is only available to staff and students. Or the event is open to the public but the speaker is a member of staff or is a known expert in their field and is not known to be controversial, or hold any contentious opinions. Their presence at the Event is unlikely to be perceived as provoking. |
| **MEDIUM** | The speaker and/or subject matter may well be uncontentious, however the Event is open members of the public and there is a possibility that attendance will be high or will contain vulnerable persons. The topic could be considered as controversial, which could be concerning. Security presence may be required and the Event is being held at an external venue. The speaker’s online presence raises questions around their integrity. |
| **HIGH** | The speaker and/or subject matter are controversial. There may be negative media attention and security and relevant staff should be in attendance. The speaker has previously been refused permission to speak at another organisation or has an online presence that is concerning. |
| **VERY HIGH** | The speaker and/or subject matter are regarded as highly controversial and will ultimately attract adverse media attention. The speaker has previously been refused authorisation to attend an Event at the University of Wolverhampton. In addition, the Event may attract protest from staff, students, the general public or other  organisations. High attendance is expected and is open to members of the public. Security and relevant staff presence is essential. The event should not take place unless strict controls are put in place to protect individuals and assets. |

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| **SIGNED:** *(Compliance Lead)* |  |
| **PRINT NAME:** |  |
| **DATE:** |  |

**PART D:**

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| **ESCALATIO** | **N TO THE UNIVERSITY SECRETARY** | | |
| Referral Details: | Date  Received: |  | |
| Form of  Receipt: *(i.e. email, internal post etc.)* |  | |
| Decision: | Approved | | |
| Approved with conditions:    Please list any conditions | | |
| Rejected    Reasoning: | | |
| Date of Decision: | |  |
|  | Date Decision Disseminated: | |  |
| Method of  Dessemination:  *(i.e. email, phone, internal post etc.)* | |  |
| Register of Events Reference Number: |  | | |

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| **SIGNED:** *(University Secretary)* |  |
| **PRINT NAME:** |  |
| **DATE:** |  |

