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| **Deadline for Data – Friday 4th July 2025**  **Please would you fill in as much information as possible to ensure accuracy**  **Please return to** [**silversunday@openage.org.uk**](mailto:silversunday@openage.org.uk)  **The Silver Sunday team will cut and paste data from this attachment directly into the programme.** |

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| Provider Organisation: |  |
| Brief summary of provider organisation (max. 100 words) |  |
| Electronic Branding/Logo as relevant (please attach electronic version) |  |
| Title of Event: |  |
| Brief summary of event  (max. 150 words) |  |
| Date of Event: |  |
| Time(s) of Event: |  |
| Venue: |  |
| Directions: (Please provide address and closest tube stations) |  |
| Registration:  (Do people need to book in advance? Details?) |  |
| Name & Contact Details  (To be included in the Silver Sunday programme, in case participants have questions or registration is required) |  |
| Attendee requirements:  (Dress requirements?) |  |
| Delegate numbers for each session:  (Is there a max /min?) |  |
| Disability Access? |  |
| Contingency Information:  (If there is bad weather - contingency plans? Cancellation plans?) |  |
| Provider organisation website: |  |
| Our programme is designed primarily for RBKC residents, but we sometimes share information with the Silver Sunday team in Westminster.  Would you be happy to allow residents from the borough of Westminster, or other nearby boroughs, to register for this event? |  |