**Festival of Communities Workshop Call Questions – Queen Mary**

*This document is designed for you to plan your workshop details before submitting online.*

*Please submit your responses using the form a*t <https://www.qmul.ac.uk/festival/get-involved/staff-and-students/call-for-workshops/> b*y the end of Friday 22nd April 2022.*

**Section 1 – About You**

1. Name:
2. Queen Mary email address:
3. Queen Mary faculty:
	1. Humanities and Social Sciences
	2. Science and Engineering
	3. Medicine and Dentistry
	4. Professional Services
	5. Students’ Union (QMSU)
4. Your School/Department/Centre/Institute:
5. Are you a Queen Mary:
	1. Academic
	2. Faculty-based support staff
	3. Technical staff
	4. Professional Services staff
	5. Undergraduate student
	6. Postgraduate student
6. Job/Role title:

*If you are a student don't worry about filling in this question.*

1. How did you hear about the Festival opportunity?
	1. Participated in previous Festival of Communities
	2. Queen Mary E-Bulletin
	3. Centre for Public Engagement team or newsletter
	4. Departmental Email
	5. Colleagues/Friends
	6. Social Media
	7. Posters
	8. Other

**Section 2 – Festival Workshop**

This information will be used for the website and social media to grab people's attention, so make sure the details you provide reflects what will be happening as well as getting people interested.

1. Which day/s of the Festival are you hoping to run your workshop?

Please select one:

1. Saturday 11th June – Stepney Green Park
2. Sunday 12th June – Queen Mary Mile End Campus
3. Both
4. Do you have a time slot preference?
*The Festival will be running from 11.30am-4.30pm on both days. Workshops will be 45mins in length and will be taking place between 12 and 4pm.*
	1. Between 12 and 2pm
	2. Between 2 and 4pm
	3. No preference
5. Name of your workshop:
6. Workshop description:

*What will you run/showcase? This information will be used for the website and social media so ensure it is clear, concise and enthuses local residents to get involved. (50 words)*

1. Is your workshop a:

*Tick all that apply.*

* 1. Demonstration
	2. Show
	3. Focused activity (e.g. hands-on, a game, making something)
	4. Other
1. Does your workshop involve animals, chemicals, open flame or other potentially hazardous activities?
If yes, please tell us more details and we’ll be in touch about specific risk assessments we will need.
2. Does your workshop involve food tasting or drink consumption?

If yes, please tell us more details.

1. Provide details of how you are going to ensure your workshop is appropriate to the local audiences you are hoping to engage at the Festival:

Please give an indication of who you are hoping to engage with your workshop, why it will appeal to our local communities and how your activities are designed with them in mind.

1. How many colleagues/students/collaborators will you be bringing with you to help run your workshop?

*Please refer to guidance for more details.*

1. Would you consider your workshop to be linked to your research, teaching, professional services activity and/or QM strategic values? If so, how?
2. Please tell us any social media and website links that you’d like us to include on social media for your activity:
3. Please submit a high resolution photo or image that represents your activity to use on Festival social media to promote your activity. This should be emailed to festival@qmul.ac.uk and the file name and email subject line should be the name of your activity (question 2).
4. Are you also hoping to run an activity at the Festival?
	1. Yes
	2. No

If yes, please ensure you submit your activity using the guidance and form at [https://www.qmul.ac.uk/festival/get-involved/staff-and-students/call-for-activities](https://www.qmul.ac.uk/festival/get-involved/staff-and-students/call-for-activities/#d.en.688292)

**Section 4 – What do you need?**

Festival organisers will be in touch to discuss what you have submitted and what we have allocated to you in late April 2022.

1. How many participants can take part in your workshop?
2. Which layout best would work best for your workshop?

(Please select one)

* 1. Seating for participants in rows
	2. Seating and table for participants to sit around
	3. Empty space
	4. Other

Tell us more about this and your ideal space requirements:
Free text box

1. How many tables and chairs will you need to deliver your workshop?
This should include tables and chairs for you to deliver the workshop, and for participants.
2. Do you need access to electricity?

If yes, what will you be bringing with you?

1. Do you need access to water?

If yes, what for?

1. What will you bringing with you?
	1. Banner stands
	2. Leaflets
	3. Take-aways/freebies
	4. Activity equipment
	5. Electrical items
	6. Decorations
2. Will you need support in transporting equipment to and from campus, and storage over the Festival weekend?

If yes, is there anything notable/large that you can tell us about now?

1. Please share with us anything else you can tell us or you think we should know about your workshop: