**HE EVENT REQUEST FORM**

To help us support you with the delivery of your careers related event please complete the form below giving as much detail as possible and return to Careers Department.

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| **Department**  |  |
| **Year group / class**  |  |
| **Description of what you are after:** |  |
| **Type of Event:** |  |
| **Event Date:** |  |
| **Event Time:** |   |
| **Location of Event:** |  |
| **Itinerary of Event:** |  |