**Full of Life Festival 2025**

 **Event Form**

**Dear Event Organiser,**

East Sussex County Council (ESCC), in association with the Senior Forums, are again celebrating the United Nation’s Older People’s Day in East Sussex with the Full of Life festival. We will be co-ordinating a festival of in-person and online events being held during September and October 2025.

To inform people of what’s happening we’re publishing 8,000 copies of a free event’s booklet. It will be available in public locations across the county, sent to event organisers, and posted to 3,000+ Senior Forum members. There will also be an online version, and event information posted on ESCC’s social media channels.

We are again very keen to encourage greater inclusion and diversity in the programme. This includes encouraging people who may be isolated to become more connected to local communities and activities. Getting engaged in local groups and new activities can help with people’s health and well-being. I have also attached a copy of our accessibility checklist for you to look at which hopefully will give you ideas about how to make your event welcoming to all.

Events/activities can be one-off or longer-term but must be running in September or October 2025.

To include your event for **free** in our Full of Life Festival event booklet please complete and return this form below. Please note we’ll need one form per event. This information will be used to help draft an entry in the booklet, to publicise your event.

If you have any questions, please contact Sue Dunkley sue.dunkley@eastsussex.gov.uk 07783 847944.

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| **1. Name of the event:** |
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| **2. Name of your organisation:** |
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| **3. Day, date, time and duration of event:** |
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| **4. Name of venue and full address including postcode or on-line details:** |
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| **5. Why should people come to your event? For example, what will be there, benefits of attending, any other information. Maximum 50 words** |
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| **6. How much does it cost to attend the event?**  |
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| **7. Do you need to book a place? If so, how?** |
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| **8. Is the event catered? If so, does food/drink cost anything?** |
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| **9. Is there public transport to or near to the venue? If so, what? (e.g. good bus access and short walk from nearest/named station) Is there extra support available to help transport people to your event?** |
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| **10. Is there parking at the venue? If so, does it cost anything? Does parking need to be booked in advance?** |
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| **11. Does the venue have a hearing loop?** |
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| **12. Is the venue accessible for disabled people?** |
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| **13. Who should people contact for more information? Name, phone number, and e-mail** |
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| **14. Do you have social media accounts you will be promoting your event/s on? Let us know your account name so we can share your post. For example, our Facebook is @EastSussexCC and our Instagram is @your\_east\_sussex** |
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Please e-mail your form to: sue.dunkley@eastsussex.gov.uk

Completed forms must be received at the latest by **6 June 2025**

You will receive a draft copy of your entry by **13 June 2025** to approve/amend before printing. Please note that if you’ve not submitted your changes/approval by **27 June 2025** we’ll assume you’re happy with the draft.

*Entry in the Event Programme is free, and we aim to include in the booklet as many events that meet the criteria as possible.*