**Bloomsbury Studio – Usage by UCL - Application Form**

Deadline: applications are considered throughout the year

Please fill in all boxes. Your completed form must be under 3 pages in length (with answers in 11pt Calibri).

**Applicants who do not read the guidance notes, available from our website, are unlikely to be successful.**

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| **Application/Performance title** |  |
| **Date/s requested (inc. preparation etc.)** |  |
| **Date/s and times of public events** |  |

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| **Applicant name** |  |
| **Department/Institute/other** |  |
| **Faculty** |  |
| **Phone** |  | **Email** |  |
| **Select your role from the list below** (right click on the box, then go to ‘properties’ and select ‘checked’) |
| Professor [ ]  | Professorial Research Fellow [ ]  |
| Associate Professor [ ]  | Principal Research Fellow [ ]  |
| Lecturer [ ]  | Senior Research Fellow [ ]  |
| Professorial Teaching fellow [ ]  | Research Fellow [ ]  |
| Principal Teaching Fellow [ ]  | Undergraduate Student [ ]  |
| Senior Teaching Fellow [ ]  | Postgraduate Student [ ]  |
| Teaching Fellow [ ]  | Professional Service Staff [ ]  |
| Other (please state) |  |

Q1. Please briefly describe your proposed event.

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Q2. Please state the main aims of the project.

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Q3 Will important issues/topics be addressed by the event?

If yes, please highlight:

i) any news stories that demonstrate the timeliness and relevance of the event theme/concept.

ii) or any content or theme that covers controversial issues, or that you anticipate might cause offence to the diverse community at UCL and in the wider community

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Q4. Who will attend the event as audience members? How will you encourage people to attend (consider different demographics)? How many do you expect to attend and what are you basing this on?

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Q5. How is this performance (or film) involved in the project or how is it otherwise an appropriate use of the space? Why couldn’t this event take place in a lecture theatre or seminar room?

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Q6. Who is involved in running the project? Please give details of UCL and non-UCL people, their roles, and a short summary of any relevant experience.

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Q7. What are the financial costs of running the project? How will the project be funded and how will you fund the theatre cost (see guidelines for details)?

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Q8. If the exact dates requested are not available, could this project use other dates successfully? What flexibility do you have as regards the start/finish time of the event?

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Q9. How will you assess whether you have achieved the aims detailed in Q2?

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Completed forms should be sent to e.frost@ucl.ac.uk