1. **Event Title**
2. **Venue:** *(address including postcode)*
3. **Date:**
4. **Time:**
5. **Lead:** *(Organisation/ Department)*

1. **Organiser/ Contact for the session:** *(Name)*

1. **Presenter/s:** *(Name/s)*

1. **Target Audience:** *(As much detail as possible)*
2. **Booking details:** *(Who and how)*
3. **Brief synopsis of event** *(you can also send a more detailed flyer for our website if you wish):*

**Please return this form to the Cardiff and Vale Safeguarding Board Business Unit:   
cardiffandvalersb@cardiff.gov.uk**