

Request for activity/event

Great to receive your proposal to organize with and/or at BAK, Basecamp for Tactical Imaginaries. We would appreciate you filling out this form to the best of your capabilities, to help us determine whether we can accommodate the activity/event and what support we could provide.

What is the title of the activity/event?

Could you give a short description of the activity/event?

What date would the activity/event be on?

Could you already give us a global timeline of the activity/event?

(For example: When would the preparation take place, what time would the activity/event start, are there any (coffee, lunch or dinner) breaks, what would be the end time, e.g.)

How many people do you expect to attend the activity/event?

(It's good for us to have an estimate, in connection to things like hospitality, safety and practical support)

Where would the activity/event take place in the building?

(Auditorium, main space, mezzanine, studio, library, - office)

Is the kitchen being used during the activity/event?

(Please note that the kitchen is fully plant-based and can only be used to prepare plant-based foods, being mindful of the kitchen guidelines. Furthermore, could you give us the contact information of the person/group cooking – so we can reach out to give a short introduction beforehand)

Are there any (technical) needs or requirements for the activity/event?

(For example: A beamer, speaker, microphone(s), other)

Is there any budget available from your side, or manpower?

Last, but not least, could you share your contact information? Who is the contact person?

Organization

Name

E-mail

Phone number
