Freshers’ Events: Event registration

Please have the following information to hand when registering your Freshers’ Event.

<table>
<thead>
<tr>
<th>Section of event registration form</th>
<th>Details required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Group</td>
<td>Full name</td>
</tr>
<tr>
<td>Event organiser</td>
<td>Name, email address and role/position</td>
</tr>
<tr>
<td>Group primary contact</td>
<td>Name and email address</td>
</tr>
<tr>
<td>Event co-organiser</td>
<td>Name, email address, role/position and group name</td>
</tr>
<tr>
<td>Event details</td>
<td>Date, start time and end time</td>
</tr>
<tr>
<td>Who can attend the event?</td>
<td>Undergraduates, postgraduates and/or guests of attendees</td>
</tr>
</tbody>
</table>
| What can attendees expect at the event? | Who will attendees meet and what will they do at the event?  
  Also, if coming to the event:  
  - Schools Liaison Officer’s name and College  
  - Student society’s name and their representative’s name  
  - Speaker’s name and presentation topic |
| Food and drink                      | What food and drink will be available?  
  What is free and what are attendees expected to pay for?  
  What are the payment options? |
| Ticket or entrance fee              | Is there a ticket or entrance fee?  
  How much is the fee and what does the fee cover?  
  What are the payment options? |
| Booking details                     | How to book  
  Is there a booking deadline?  
  Guidance for attendees who miss the deadline  
  How to cancel |
| Venue details                       | Venue name and address and link to venue’s website or social media page  
  Arrival instructions  
  Directions, local transport links and parking information |
| Volunteers                          | Would you like our help to recruit current students and/or recent graduates?  
  How many volunteers would you like? |

Guidance and resources for organisers is available at: [www.alumni.cam.ac.uk/get-involved/freshers-events](http://www.alumni.cam.ac.uk/get-involved/freshers-events).