**SELECTION PROCESS SET UP FORM – Department requirements for an event**

(Note: You can have 1 event with multiple meetings - so you may wish to complete this process once a year or once a week as suits your selection process requirements)

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event:** (interview, assessment test, audition etc) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date***Eg: 01/03/2012* | **Start Time***9:00am* | **Finish Time***11:00am* | **Venue -Building & Room***B180-1001* | **Maximum attendees***10* | **Academic/s attending***Name & Name* | **Applicant to bring anything? (portfolio, deposit etc)***Deposit form, payment & portfolio* |
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|  |  |  |  |  |  |  |

**Checklist:**

Venue booked Y / N

Staff booked Y / N

Applications requested Y / N

Student Admin notified Y / N

Student Central notified Y / N