

INFORMATION FOR NADA EVENT APPLICANTS

If you would like to apply to host a NADA supported event please contact our events team by email. Our team review each application personally to ensure that all events are given fair consideration before contacting you to confirm if we would like to support your event.

We have a maximum quota of up to 9 events per year (organised by ourselves and those which are NADA supported) due to our insurance policy.

Each event is run to break even and will be weighed up against NADA's aims and objectives, other applications and the overall benefit it offers to our members. Any profits will be returned to NADA to re-invest in our members and NADA will take responsibility for 50% of any unforeseen losses incurred.

If you would like to apply to host a NADA Supported event we need to receive the following information from you in order to do this fairly! Send the following information to our events team events@nada.uk.com:

- What event would you like us to support?
- When do you want to hold it (proposed date and timings)?
- The location of the event (Town) and proposed venue?
- Transport Links/Accessibility for participants?
- Expected/targeted number of participants?
- Forecast expenses for the event e.g. venue hire, tutor hire etc.

Events for consideration must meet the following criteria:

- Be hosted/organised by a NADA member
- Have not yet been advertised and be at least 5 months away
- Have an overall fixed cost of less than £300 (we will consider applications slightly over this)
- Target 25+ participants

For events that we support we ask the hosts to agree to the following:

- Include the NADA logo on all communications
- Make provision for a NADA stand at the event where the banner can be displayed with membership leaflets and magazine samples
- Provide one free space for a NADA representative to attend
- Offer NADA members a discounted rate to participate in the event
- Provide full financial records/receipts of all expenses and incomings including a forecast prior to the event and actuals afterwards (actual should be presented on the NADA Event finance template that will be supplied to you)
- Liaise closely with the NADA team on all decision making

What are the benefits of hosting a NADA supported event?

- Promotion of the event through NADA to both it's members and wider following
- Support with the organisation of the event
- Reduced Risk - NADA will pay the expenses as and when they arise and the organiser will only need to submit payment to NADA if a loss is made (to the value of 50% of the loss)
- As a not for profit event through NADA you do not need to include the financials of the event in your own personal tax return
- The event will be covered by NADA's own Public Liability Insurance so you do not need to have your own event insurance
- The opportunity to get involved with NADA and support our aims and objectives