



The Bidding Pot: The Process

STEP

1

- Submit The Bidding Pot funding proposal.
- Ensure the event idea is complete before submitting the proposal including accurate costings, suggested time, date, venue etc.

STEP

2

- The Alumni Team will review your proposal and respond within 10 working days.
- If successful you will be required to read, sign and return some pre-event documentation.

STEP

3

- The Alumni Team will work with you to support the event promotion and attendee registration process.
- We will also offer advice and guidance when required.
- You will receive the first payment. (50% agreed amount).

STEP

4

- Deliver and enjoy your event.

STEP

5

- You will provide a post-event update to the Alumni Team including attendee data, event summary, quotes and images.
- You will need to complete The Bidding Pot programme survey to feed into the development of the programme.
- You will receive the second payment. (Final 50%).

Please contact alumni-international@bradford.ac.uk or visit www.bradford.ac.uk/alumni/bidding-pot for additional information