🌟 **2025 STAR Awards – Catering & Attendance Form (for Line Managers)**

**Event Caterer:** KK Catering  
**Event Date:** Thursday 24th July 2025  
**Deadline for Form Submission:** **Friday 4th July 2025**

**Please note:**

* Pre-orders for meals are **not required**.
* We must collect **dietary needs and allergy information** from staff to ensure appropriate catering. If no information is provided, we cannot guarantee suitable options.
* Staff **can bring guests**, but it is their responsibility to book guest tickets themselves via the **Connect post** sent to all staff.
* Any form submissions received after **Friday 4th July** or sent to other contacts will **not be accepted**.
* Once completed, please email this form **directly to Jordan Booth at jordanbooth@portland.ac.uk**.

**✅ Instructions for Line Managers:**

* Complete and return the form below with names of staff attending the STAR Awards by **Friday 4th July**.
* Clearly indicate any allergies or dietary requirements for each staff member.
* Remind your staff they are responsible for booking and purchasing guest tickets through the Connect post.
* You will receive confirmation once your form has been received.

📋 **Staff Catering & Attendance Information**

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| Staff Member Name | Department | Allergies / Dietary Requirements (If yes please specify) |
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