

The Outreach Team – University of Lincoln **NASMA Showcase Partner Update**

Since finding out we were going to be NASMA Showcase Partners for National Student Money Week we made the University aware of our Showcase Partner status. This gained positive recognition from the University's Vice-Chancellor and promoted interest in the week.

Since then our calendar has been filling up with meetings. We have met with our manager to finalise the budget for the event. We also had a great meeting with the University's Events Team to go through our strategic plan. After the meeting we laid out a new to-do list which confirmed all the essential steps to take in the next stage of our planning.

- Book venues
- Contact Student as Producer regarding Art, Architecture and Design students creating the posters which will advertise the event
- Contact the University's Job Shop to see if they would be willing to participate in NSMW13
- Contact the Students Union for their support during NSMW13
- Contact external providers regarding support and resources for the week
- Contact the University's web team to see if they can facilitate a live Q&A which would run at the end of the week

Further down the list when venues have been confirmed:

- Source furniture
- Arrange appropriate staffing
- Write Risk Assessment
- Begin promotional activity including radio and social media

At the moment we are working on an additional project in schools which involves promoting positive money management and student finance support. As part of this project we have created a number of activities that may also be suitable for National Student Money Week. We will upload these as PDF files for other universities who are participating in NSMW13 to use.

In our next update we will be fully outlining the activities happening on the Monday and Tuesday of NSMW13 and detailing the progression of our to-do list.