

ual:

INFO PACK

Millbank Tower Podium: Studio 18



Multidisciplinary Event & Exhibition Space

ccwmillbanktower@arts.ac.uk

+44 (0) 7701 373101

Millbank, 2nd and 3rd Floor, London, SW1P 4QP.

millbankexhibition.myblog.arts.ac.uk

Welcome

Thank you for your interest in Millbank Tower Podium.

This info pack sets out everything you'll need to know to host a safe, productive event. By booking Studio 18 you will be agreeing to follow our building specific operational protocols and policies, and to uphold UAL's commitment to sustainable, ethical, and inclusive working, as well as observing the University's wellbeing and safeguarding policies. You should see our professional practice studios at Millbank Tower Podium as a continuation of our Chelsea campus.

The [Event and Exhibition Checklist](#) will help you prepare for your event and take you through all the info in this pack.

Meet the Team

We are on hand to support and guide you to help make your event a success. We're all First Aiders and Fire Marshals:



Space Supervisor
Calie Calatayud



Space Assistant
Martha Short



Space Assistant
George Hill-Baker

How to get in touch

Email: ccwmillbanktower@arts.ac.uk

Phone: +44 (0) 7701373101

Address: 30 Millbank, 2nd Floor,
London SW1P 4QP.

We are located in the Millbank Tower Centre, but not in the tower itself. We occupy the second and third floors of **30 Millbank known as the 'Podium'**.

Opening times

Monday to Friday, 10am to 6pm

Closed at weekends and Bank Holidays.

Evening and weekend openings for events are invigilated by the event organiser, taking into consideration Health & Safety requirements.

Exhibition and Event Checklist

Use this list to guide you through the contents of this info pack which sets out your responsibilities and other important information for hosting an event at Millbank Tower Podium.

Pre-event: Requests

- [Booking Form](#) completed
- [Risk Assessment](#) signed off
- [Health & Safety induction](#) and building tour booked with the [MBTP Team](#)
- Contact details with mobile numbers shared with the [MBTP Team](#)

Pre-event: Facilities

Make sure you know where everything is on site – [site map](#):

- [Entrances and exits](#), including in emergency
- [Toilets and sink](#) facilities
- [Studio 18 floor plan](#) with measurements and equipment list
- [Recycling and waste](#) disposal

Pre-event: Health & Safety

- [Onsite register](#) location and procedure
- Awareness of [fire procedures](#) and Fire Marshal arranged
- [First Aiders](#) arranged and location of First Aid Kit
- Understand [‘Do’s & Don’ts’](#) especially no drilling into walls because of asbestos
- [Working at height](#) training done before using ladders
- Don’t overload power sockets or [extension leads](#)
- Keep all [walkways and exits clear](#) at all times
- Follow all the [UAL Health and Safety policies and guidelines](#)

Pre-event: organisation

- Inform and manage everyone involved in your event in line with our Health & Safety procedures and ways of working
- Make sure individuals [take care of their artworks and belongings](#)
- Organise [your visitors](#) and private view guests

Pre-event: Funding

- The **space is free**, but you may need materials, installation help and PV drinks
- Staff via [Arts Temps](#) like event assistants, filming and photography

At the event

- Organise [invigilators](#) for the full duration of your event
- Follow all mitigations in line with [your risk assessment](#)
- Respect [our neighbours](#) and other students working in the building

Post-event

- [Return the space](#) to how you received it – remove all work, packaging and/or rubbish and any fixings from the walls.

Promotion

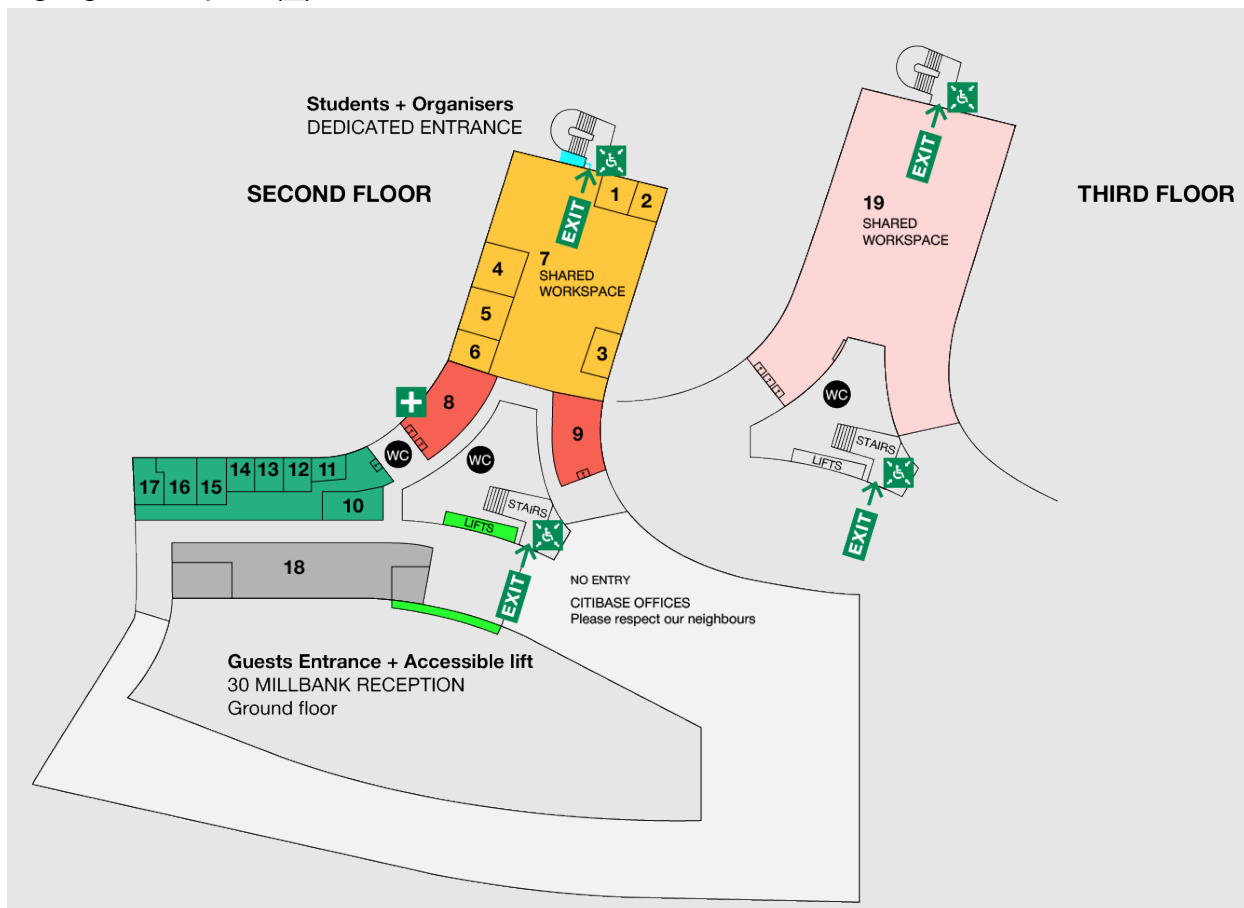
- Provide info for Millbank Tower Podium ‘What’s on’ and CCW [communications channels](#)

Millbank Tower Podium Site Map

Studio 18 is located in the heart of our professional practice studios at Millbank Tower Podium. We are building a new exciting creative community where third year undergraduates, postgraduate and researchers can explore their own practices and find new audiences and partnerships. It is a totally student-lead place with a focus on discovery, collaboration, experimentation, and social engagement, helping students navigate their own journeys into creative careers.

All exhibitions or events should reflect that spirit and promote professional practice opportunities for our students.

Opposite Studio 18 marked in grey (■) on the second floor are dedicated studios for PhD students highlighted in green (■), and third year BA Interior Design students in the yellow area (■), then on the third floor dedicated shared workspace for MA Fine Art students, highlighted in pink (■).



Studio 8, highlighted in red (■), is a shared communal space.

Studio 8 has fridges, a kettle for teas and coffees as well as tables for having lunch. You can also use sinks in studio 8 for washing out paints - water-based only, and strictly no plaster, concrete, silicone, latex or resin work is allowed to avoid blocking the drains. [\(back to checklist\)](#)

Toilet facilities

Toilets are marked WC on the map. There are designated male, female and gender-neutral toilets with hand basins, soap and a hand-dryer. There is a shower. ([back to checklist](#))

Entrances & Access

30 Millbank Reception (near Pizza Express)

This entrance should be used for events taking place in Studio 18 and for step free access.

For any Studio 18 event taking place – including out of hours events – a full guestlist has to be sent to ccwmillbanktower@arts.ac.uk at least 48 hours in advance of the event.

Additionally, for any Studio 18 event taking place – including out of hours events – **2 invigilators must be arranged by the event organiser**. One should be positioned at 30 Millbank reception to operate the lifts for guests. The second invigilator should be positioned in the foyer near Studio 18 to sign guests in and out using our sign in sheet. For health and safety reasons, **it is important we receive the guestlist in advance as well as having all guests signing in / signing out on the day**.

The 30 Millbank Reception lift can also be used for installing artworks into Studio 18. Event organisers should communicate any install requirements to MBTP staff in advance so that the install can be arranged accordingly.

For any events taking place outside of our normal working hours or at the weekend, as well as following the guestlist / invigilator protocols, event organisers **must ensure either themselves or someone present have first aid and fire marshal training**.

Rear Entrance – Blue Door

This is the dedicated entrance for MBTP staff, UAL staff and students. This entrance should also be used by Studio 18 event organisers, coordinators and event staff for general access outside of the event itself.

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How to find the rear entrance: Go under the tunnel by the reception and follow the path around the back of the building to the blue door. Once inside you'll find the stairs and a lift.



Always make sure the door is closed properly behind you and never prop it open, this is particularly important as the entrance is isolated behind the building.

Organising your visitors

When arranging for people to come and visit the space, there are a variety of options to consider. It is worth thinking about how people will access the space in advance, depending on what your activity is, and what part of the space is being used for this activity.

During working hours (10am – 6pm) normal access is via the rear entrance – more details can be found under the “Entrances & Access” section of the pack. For the event itself, the front entrance should be used.

When arranging an opening or viewing, use a booking / ticketing system / ensure they are “invite only” and confirm the attendees and timings with **the space supervisors at least 48 hours in advance**. This is to ensure we have an awareness of who will be present in the space and at what time for health and safety reasons. This should be used in addition to the physical sign in sheet in the space.

You can use an online ticketing tool such as Eventbrite (<https://www.eventbrite.co.uk/>) to make this easier - speak to the Space Supervisors for more information on this. Use a private viewing system for viewings of your exhibition, whereby attendees get in touch with you to arrange a timeslot, which you can then share with us in advance.

Step free access: If someone you have invited requires step free access to the space, always direct them to the front entrance and let the space supervisors know you are expecting them. You can speak to the space supervisors about making any accessibility adjustments for your guests.

Installing artworks: There is a service lift which can be used for bringing artworks / equipment to Studio 18 adjacent to the front entrance. Liaise with the space supervisors ahead of your install, and they can arrange for you to use the service list if necessary.

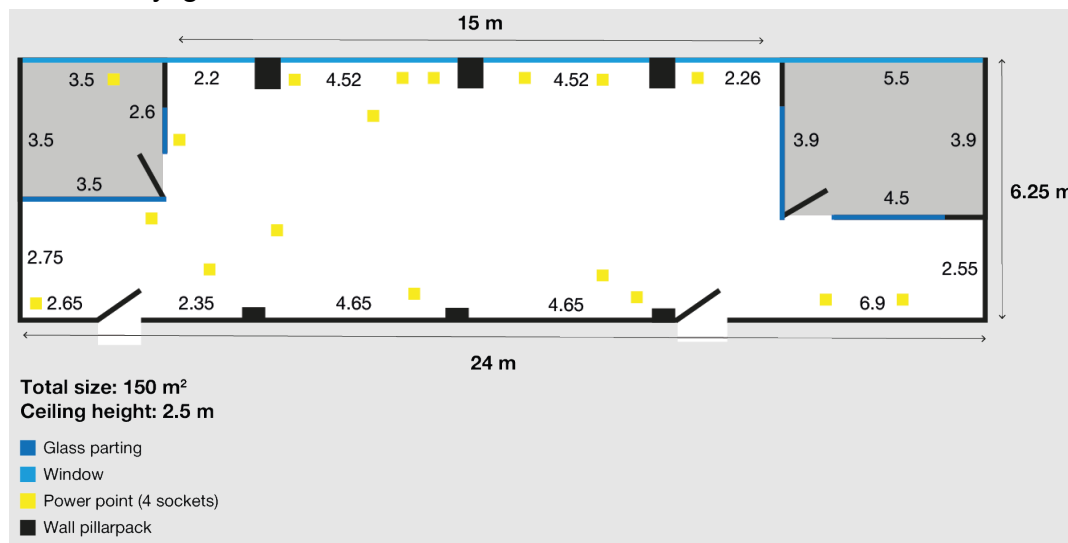
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Out of hours events / visits: Please coordinate with MBTP staff well in advance of your event taking place out of hours – this will be considered on a case-by-case basis.

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Floor Plan

This gives all the measurements you should need for planning your displays and/or activity. The ceiling height is 2.5 m and the entire space is 150 metres squared. As you can see there are windows, with fitted blinds, along one side giving the space a lot of natural daylight.



What we offer

Along with the space we offer a range of equipment:

- Shared sinks for washing out paints, (water-based only and strictly no plaster, concrete, silicone, latex or resin work) in Studio 8
- Desks and chairs
- Limited access to WIFI
- Ladder
- False walls/boards, signage boards
- Extension leads

What you need to provide yourself:

- Installation materials such as fixings, paint, masking tape—it is important not to drill into wall because of the risk of disturbing asbestos.
- Audiovisual and lighting equipment (can be hired from Chelsea Central Loan Store)
- Barware and anything for drinks reception. [\(back to checklist\)](#)
- Cleaning equipment
- Hand tools such as screwdriver, hammer, spirit level and measuring tape
- Paint, filler, sandpaper, scrapers and brushes
- Plinths

Studio principles–Do’s and Don’t’s

Our professional practice are ‘open access’, **no teaching is permitted**. We also expect everyone working and visiting the space to follow our protocols and policies:

What we CAN do	What we CAN’T do
Use water-based paints, watercolour, acrylics and ink Wash out brushes in the sinks in communal studios 8 and 9	No oil paint, spray paint, or solvent based materials can be used anywhere in the building. Strictly no plaster, concrete, silicone, latex or resin work
Fix artwork to walls with tape, pins, blu-tac, stapling or other temporary fixings Pining into false walls/boards only	No hammering or screwing nails into walls without prior permission RISK: asbestos in walls of old building
Use tools provided in the studios, make sure you check power tools for any damage before using	No personal power tools or other electric equipment or materials to be used, without prior authorisation from Course Leaders
Charge devices safely	Don’t overload electrical sockets or ‘daisy chain’ extension leads
Follow best practice for cutting, always using a mat and dispose of blades in the sharps bins	Don’t leave blades or other potentially dangerous equipment unattended
Make use of the reuse and recycle bins provided in the studios	Don’t dispose of materials in the general waste
Always move heavy objects, like furniture and equipment with someone else, and make sure the Space Supervisor knows what you’re doing	Only use ladders if you’ve done ‘working at height’ training and follow the correct procedure
Store work in progress and materials and/or equipment on a temporary basis only in line with your booking slot, and at your own risk	No permanent storage of work or any possessions (any items will be disposed of following one formal notice to remove)
Use designated smoking areas	Strictly no smoking, vaping or drugs in the studios
Serve alcohol at events and exhibition private views up to 11pm (no sale)	No alcohol should be consumed in UAL studios, with the exception of organised private views for exhibitions and events
Be an ambassador for UAL and respect our neighbours	Don’t do anything to disturb other people working or visiting Millbank Tower Podium
Be part of the team, collaborate–this is a professional practice community, be kind to yourself and other students	Keep noise down, avoid messy or smelly food, leave the space clean and tidy ready for the next student

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Storage

You can leave materials in the selected studio for the duration of your booking but strictly at your own risk. There is no permanent storage for artworks or any possessions.

At the end of your event or exhibition anything left in the space will be considered to be rubbish and disposed of.

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Security

Please be conscious when exhibiting here that we are sharing our floor with other tenants. Cleaners, contractors, and other creative practitioners that you do not know may also be present from time to time.

To better monitor any artworks or belongings brought into the space, we recommend drafting an inventory of any artworks or valuable items to be left here as well as regularly receiving the space to make sure everything is where it is expected to be.

It may also be worth labelling artworks to ensure they aren't moved accidentally.

Access to Studio 18 is restricted by digilocks. As the organiser, you will be provided with a code to access the space, which you must not share with anyone including the artists exhibiting.

It is your responsibility to oversee the installation of artworks in the space. We advise using time slots on install day so you can keep track of people and their things more efficiently.

We also ask that everyone visiting the space sign in and out using our [onsite register](#).
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Waste Disposal

We provide recycling and general waste bins, and expect you to manage waste as you go both from a sustainability and Health & Safety perspective. Avoid creating hazards and clear away any waste generated from your set up on the same day. Any spillages on floor should be cleared up immediately.

After dismantling your exhibition or after your event you must dispose of any waste, with a focus on recycling or reuse.

Small items

The space provides recycling (green) and general waste (red) bins for disposal of small waste items. This waste is collected and disposed on every week by our dedicated cleaning team. No UAL waste should be disposed of via any other bins in the building.

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Large items

Waste that does not fit into the onsite (red and green) bins distributed throughout the UAL space should be discarded on campus in the skip for heavy materials.

Strictly no large rubbish items should be disposed of in the building bins specific to Millbank Tower and 30 Millbank, including those situated by the loading bay / security office outside; these bins are not dealt with by our dedicated UAL cleaning team.

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Courier deliveries

You can have items delivered or posted to Millbank Tower Podium for your event, you will be notified that they have arrived and will need to collect anything from the main public lifts area on the second floor.

The address needs to include your name and the name of your event:

FAO: XXXX, University of the Arts London, 30 Millbank, 2nd floor, London SW1P 4QP.

Bicycle parking

Bicycle parking is available near the loading bay and beside the back entrance to the building. Any bicycles are left at the owner's risk.

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Our neighbours

Our residency at Millbank Tower Podium is a simulated professional practice environment and a big part of that experience is sharing the building with other professionals. Working alongside and building relationships with the wide variety of other tenants including Government, commercial, private and retail organisations is a unique and important learning opportunity.

Whatever we do in the studios, in for particular events and exhibitions should consider the impact on our neighbours. Whilst it's about keeping disruption to a minimum, it's also thinking about how you can involve them.

As you go about working in our studios, you'll no doubt come across our neighbours, as well as Millbank Centre staff, in common parts of the building that we share – entrance halls, lifts, stairs and toilets, please be friendly and respectful. Remember you are representing UAL – our good reputation depends on you.

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Returning the space

We allow a full working day (with some flexibility) for you to take down your event or exhibition and put the space back to the condition you received it in.

This will involve removing any work, furniture, and materials – anything left in the room after your agreed get out time will be considered to be rubbish and be recycled or disposed of. Of course, we would be very grateful if you could use the [bins provided](#) yourself to get rid of anything you don't want.

Please also remove any fixings from the walls, including filling and painting with the material provided.

Also remember to apply your [Risk Assessment](#) to taking down your exhibition, observing good Health & Safety practice especially around [manual handling](#) and using [step ladders](#). [\(back to checklist\)](#)

Booking process

We encourage you to visit the building and the studios before you book so you can see the space for yourself and make sure it meets your needs, which we can discuss with you and offer any advice. Email us at ccwmillbanktower@arts.ac.uk to arrange a visit.

We are open for visits from 10am–6pm Monday to Friday.

To formally arrange an exhibition at Studio 18, please complete this [Booking Form](#).

Once filled out, kindly send the form to us via ccwmillbanktower@arts.ac.uk

Our primary purpose is to promote students' professional development practices and all booking requests must reflect this.

Cancellations

Remember to cancel any bookings you no longer need via ccwmillbanktower@arts.ac.uk.

Please give as much notice as possible so the space can be offered to someone else.

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Risk Assessment

Confirmation of your booking will be dependent on a satisfactory Risk Assessment signed by the event organiser and your course co-ordinator or sponsor - we will help you put in place any necessary mitigations.

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Form to complete: [Millbank Tower Podium Risk Assessment Form](#)—please make sure you observe the risks already identified and added to this form as part of the general risk assessment of the space

Resources: [Health and Safety Standard for Events](#)

Contact: [Millbank Tower Podium Team](#) | [Karen Bolan](#), Fire Officer, Health and Safety Officer Camberwell, Chelsea and Wimbledon

It is important to do a full Risk Assessment for every event because each one will use the space in a different way. Health and Safety risks will be dependent on a range of factors, like the type of activities, materials or equipment as well as the number and type of people using the space.

You will need to take account of all the different hazards when setting up, during and taking down your event. You must add your specific risks specific and mitigating actions to the form. This is especially important when mounting and dismantling an exhibition or show because it is likely to involve hanging lots of work.

You should also do a daily inspection because things can change on a regular basis – refer to your Risk Assessment to make sure everything is in order, paying particular attention to potential trip/slip hazards and new or altered equipment.

We can guide and support you carry out your Risk Assessment.

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Health & Safety

Health and Safety Induction: Book a Health & Safety induction for you and your team with the [Millbank Podium Team](#) . This should be booked a few days prior to your event taking place.

Resources: for students—[Health & Safety Standard](#), for staff—[Health & Safety Hub](#)

Contact: [Millbank Tower Podium Team](#)

It is essential that everyone setting up, managing and taking down your event or exhibition does an in-person Health & Safety induction. The same precautions for setting up should apply to taking down your show or event.

For your own safety and to enable you to keep your guests safe too, we will give you a tour of the building and cover off all Health & Safety requirements, including [fire safety procedures](#).

Whenever you are working at Millbank Tower Podium you will also be expected to follow all UAL safety procedures in just the same way you do when on campus. Indeed, you will need to be even more vigilant when working in a place that you are not familiar with.

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We have also provided the main Health & Safety issues in this info pack for your reference—these will all be covered in the induction.

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Onsite register

It is important for us to know who is Studio 18 at any time in case there's a fire or other emergency evacuation. We rely on the onsite register at the emergency assembly point to check people have got out of the building safely.

You'll find a register for each floor on the signing-in desk at the entrance to the workspace from the rear stairs. For Studio 18, you and anyone working on your event, including external contractors will need to sign in and out (whenever you leave the building, not just at the end of the day) on the second floor in the shared workspace.

When your event or exhibition is up and running, you will need a way of recording who is present in a format that can be easily shared with the MBTP Team—this could be a visitor signing in sheet or in the case of an event or private view your invite register with 'ticked off' names.

We ask for names purely for people's safety, personal data won't be used for any other purpose (unless of course you have explicitly asked permission to do so as part of your activity).

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First Aid

First Aid kits and Health & Safety posters are located on both the second and third floors, in the communal area by the sinks. The Accident and Incident Reporting Book is located with the First Aid Kit on the second floor.

We are all First Aid trained and will be on hand during working hours to administer first aid, take any actions needed, and record the incident. **Out of working hours, it is essential that at least one invigilator / person on site is first aid trained to be responsible for administering first aid in our absence.**

If we don't attend to give first aid, we ask that you also record any incidents, however minor and including near misses, in the Accident and Incident Reporting Book. These details are important for us to make the studios safer.

When setting up and taking down an exhibition or show or preparing for your event, please pay particular attention to the following Health & Safety standards.

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Manual Handling

You should always use good lifting and carrying techniques; this also includes when transporting materials and other items to and from the exhibition space. Use equipment to help like trolleys, and never attempt to lift and/or carry heavy items on your own.

Let us know before you move heavy objects, so we can agree how it is done, in line with the [Manual Handling H&S Standard](#).
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Working at height

Whenever you can try to avoid using ladders by attaching, setting up and taking down work and other material at a height that means you don't need to use them. Before using ladders, all staff and student must have done the working at height training.

You must apply best practice at all times, and make sure there's enough space to allow for the risk of any falling materials in line with the [Working at Height H&S Standard](#). Equipment/materials should be suitably and securely fixed on walls so there is no risk of falling. All built structures or plinths must also be inspected to ensure they are robust enough to carry the required weight.

The Millbank Tower Podium Team maintain the ladders on site to the UAL standards and can double check any set up with you.
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Electrical Equipment

All the electrical equipment brought into the Millbank Tower Podium must be PAT (portable appliance) tested, including extension leads in line with the [Portable and Transportable Electrical Appliances H&S Standard](#).

Alternatively, a proof of purchase for new electrical items will suffice.

This includes any personal equipment (excluding laptops, tablets, net books and their chargers, or phone chargers) brought onto site by students and/or non-UAL staff if they cannot provide a proof of purchase for new equipment.

Special attention should be given to extension leads when setting up exhibitions – keep them to a minimum, always use the correct size, never 'daisy chain' - plug an extension into another extension lead. Cube adapters that go straight into the plug socket must never be used.

All our onsite equipment is compliant as well as any equipment hired from the Central Loan Store at any of our colleges. You can check for compliance by looking for the test certificate tags.

Before using anything, always check for any defects and don't use damaged equipment.
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Fire Safety

As the Millbank Tower Podium Team, we are your Fire Marshals. For the second floor along with Calie and Carla, Martha is your dedicated Fire Marshal, and George for the third floor.

If your event is outside the open hours (10am to 6pm) and the MBTP team can't attend, **yourself or a member of your team must have received fire marshal training for us to allow you to access the building out of normal working hours.** This is to ensure someone is responsible for fire safety in our absence should the fire alarm go off in the building.

Fire evacuation procedure

There is a weekly fire alarm test at 10am on Fridays, at any other time you should assume the alarm is genuine. Make sure you and your team know what to do if there's a fire.

If you discover or even suspect a fire, shout 'FIRE' immediately and if possible, raise the alarm by breaking the glass in a Red Break Glass Wall Box adjacent to floor fire exit doors. Building security will call the fire brigade.

The Millbank Tower Podium has a two-stage alarm, but please note that you may only hear the one continuous alarm—this is the evacuation alarm.

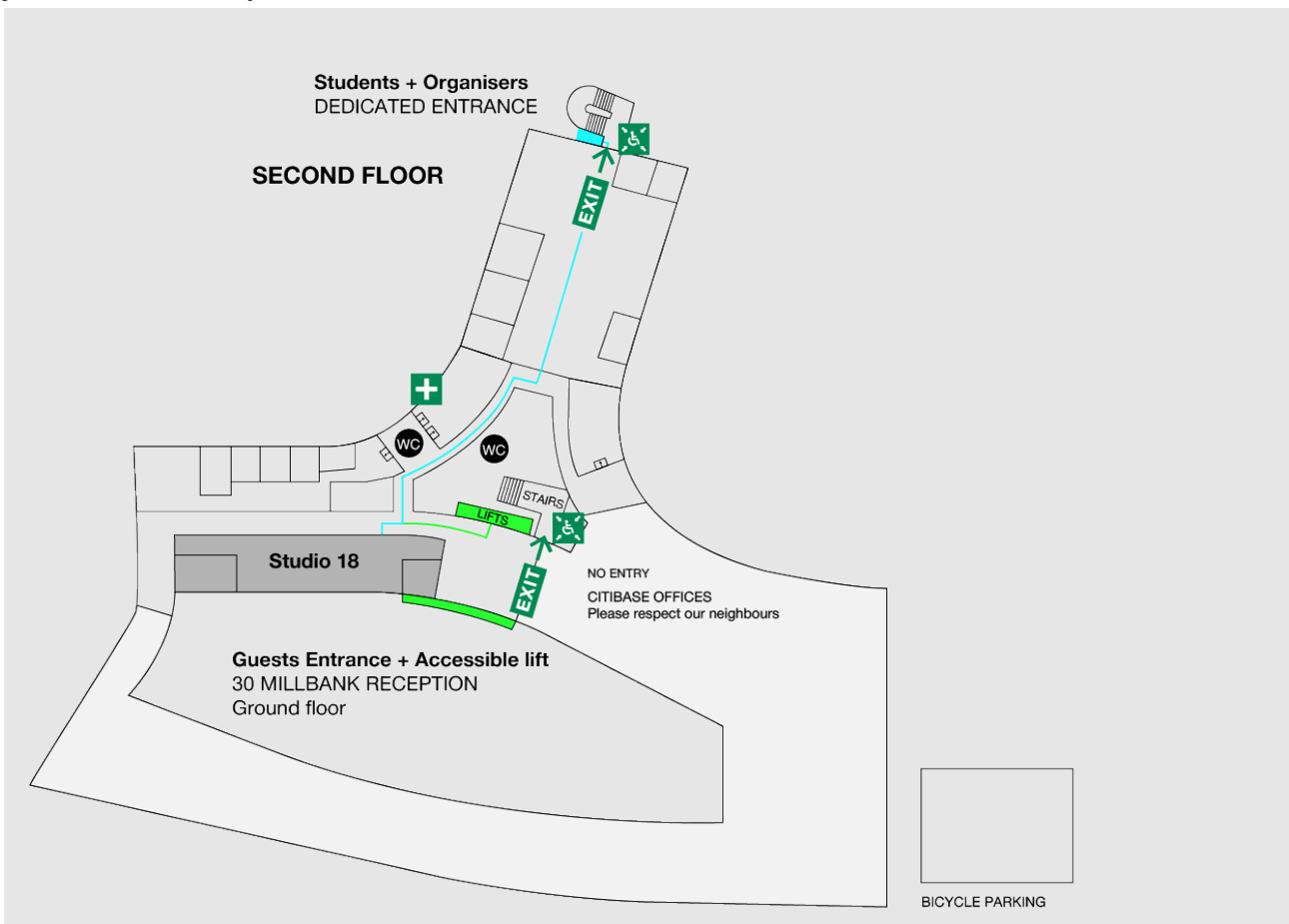
ALARM	ACTION
<p>1. ALERT ALARM sounds if a detector is activated.</p> <p>Sound: intermittent electronic tone, allowing Fire Warden and security personnel four minutes to search and confirm a fire</p>	<p>Remain where you are, but prepare to evacuate:</p> <ul style="list-style-type: none">▪ gather together visitors or anyone under your care/management▪ clear your work area▪ collect your personal valuables <p>And wait for the next alarm and/or follow the Fire Warden's instructions.</p>
<p>2. EVACUATION ALARM sounds if somebody activates the fire alarm</p> <p>Sound: full continuous alarm</p>	<p>Immediately leave the building safely and calmly via your nearest available fire exit:</p> <ul style="list-style-type: none">▪ don't use lifts▪ don't stop to collect personal belongings▪ shut doors behind you if possible▪ proceed to your designated assembly point <p>Remain at the assembly point; do not re-enter the building until instructed that it is safe to do so.</p>

	No one should enter the building when the fire alarm is sounding
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Fire Exits

There are two fire exits to leave our professional practice studios both marked on the plan below. The nearest fire exit to Studio 18 is the **main reception stairwell**—this should be familiar to any visitors in the building as the way they came into the studios.

In the event of a fire everyone should leave from the fire exit that is closest to them and go immediately to the [Fire Assembly Point](#). The Fire Warden, wearing a fluorescent yellow jacket, will direct you.



Accessible evacuation

For individuals who are unable to evacuate on their own, they should stay at the refuge point, which is located in the rear stairwell. The Fire Warden will inform Security Control and provide details of the individuals to the attending fire brigade.

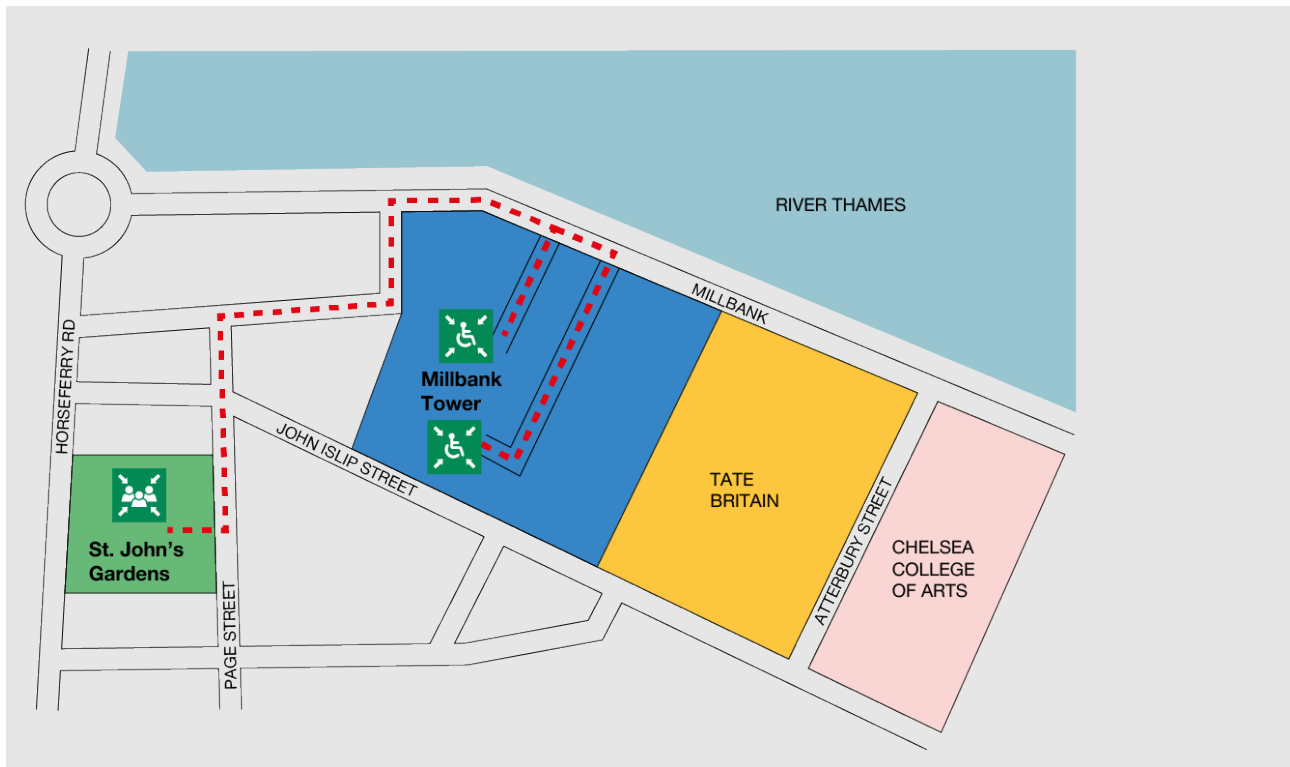
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Fire assembly point

Our designated fire assembly point in **St. Johns Gardens** via Thorney Street.

If the park is closed, stand on the sidewalk on Page Street. next to the building.

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Fire prevention

As well as always being on the look-out for fire risks, please report any potential dangers to us, you should:

- pay particular attention to the use of [electrical equipment](#),
- not use flammable materials in or around the building, such as oil paint, spray paint, or solvent based materials
- make sure escapes routes, fire exits are always clear or any fire-related equipment accessible
- never prop open or block fire doors

We will regularly monitor these preventative measures, and make sure they are observed.

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Promoting your event

Promotion on your own social media channels

You can promote your event on your own social media channels, but please ensure that:

- a) **You do not mention or include any information about UAL – for instance, do not state that your event is ‘supported by UAL’.** Whilst the space is facilitated by UAL, from a comms perspective UAL cannot back or endorse your specific event.
- b) **You do not share the address of the MBTP space.** If you wish to give a general location, then ‘Millbank’ is fine. You can share the address with your attendees through Eventbrite / your chosen ticketing system once they have secured a ticket. This is to mitigate members of the public spontaneously arriving at the space, as it is not open to the public.
- c) **You do not imply that the space is open over the weekend.** If you include dates, make sure to note that the opening hours are **Mon – Fri, 10am - 6pm**. This is to manage the expectations of your guests and any artists participating in your exhibition/event.

We strongly recommend cross referencing with a member of the MBTP team before you publish anything about your event online to ensure it is in line with our principles.

Promotion through UAL comms channels

We can promote your event or exhibition on the [‘What’s on’ section of our website](#). Please send a picture or the poster of the event to ccwmillbanktower@arts.ac.uk, and a short paragraph describing the activities, people involved, and any contact information.

You can also get in touch with UAL marketing and comms to promote your event across the wide CCW and UAL communications channels. Please ensure you do this well in advance of your event taking place as it may be that they ask you to amend your submission so that it is in keeping with UAL marketing + comms guidelines.

- Newsletters go to all staff and all students every three weeks, including an events section.

If you’d like your event to feature in the newsletters, get in touch with Internal Communications team at ccw.ic@arts.ac.uk

- Our college and UAL social media channels have a huge reach that you can take advantage rather than create new channels

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This [social media requirements](#) document contains useful info on the format of images and captions, hashtags, handles plus there are templates to work with, also take a look at our current channels to see how things are set up.

- Pre-promote your event and hopefully increase footfall/views with Facebook, Twitter and Instagram Stories
- Showcase your event with a round-up post looking back on what you achieved in an Instagram grid using a selection of strong clean visuals (max 10) and a brief overview in the caption, these kinds of posts usually translate well over to Facebook too

Email content over to the Social Media team who have an inbox for Chelsea at chelseasocialmedia@arts.ac.uk as well as camberwellsocialmedia@arts.ac.uk and wimbledonsocialmedia@arts.ac.uk, then they can get it scheduled to go out.
[\(back to checklist\)](#)