**Course Directors Briefing**

**Duty Manager:** **Phone Number:**

**The Course:**

|  |  |
| --- | --- |
| Course Director |  |
| Course Code |  |
| Dates |  |
| Type of Course |  |

**The Client:**

|  |  |  |
| --- | --- | --- |
| Client |  | Students: Teams: |
| Client Contact | – | |
| Client History |  | |
| H5 Client Manager | – | |

**Equipment:**

|  |  |
| --- | --- |
| Equipment collected by | «EquipmentCollectedBy» |
| Equipment returned by | «EquipmentReturnedBy» |
| Course Budget Provided | £«CourseBudgetProvided» |

**Pre Course:**

|  |  |
| --- | --- |
| 1st - Contact H5 Client Manager | «PreCourse1» |
| 2nd - Contact the Client | «PreCourse2» |
| 3rd - Contact the Instructors | «PreCourse3» |

**Venue/Accommodation details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name/Address** | **Phone Number** | **Other Info** | **CD to Confirm Booking?** | **CD to Pay?** |
| Night «Night» | «Campsite» | «CampsitePhone» | «CampsiteOtherInfo» | «CDToConfirm» | «CDToPay» |

**Instructor’s Working on Course:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Phone Number** | **Info – If applicable** | **Role** |
| «Instructor» | «InstructorPhone» | «InstructorInfo» | «InstructorRole» |

**Notes:**

«Notes»