

Information to be provided 2 weeks prior to date of event	Comments	FM ok?	
Date and time (start and finish) of event			
Do you require extra security?			
Nb of people attending			
Do any guests require wheelchair or assisted access?			
Do guests have any specific medical needs they wish to inform us of?			
Name and contact details of partner organisations involved			
Rooms required (please indicate nb of people per room and layout)			
Name of person responsible for the event (BC staff), will this person be present for the entire event?			
Are any guests under 18?			
Staff/partners involved in the event should be familiar with the <u>Child Protection Policy</u> and <u>Child Protection Code of Conduct</u> and available at the venue along with contact details for the Child Protection Focal Point and copies of the Child Protection (CP) incident reporting form and incident action log.			
Who is responsible for organising the safe dropping off/collection of Under 18s?			
Information to be provided to and checked with partner organisations/staff using rooms			<b>Completed on day of event?</b>
Guests/partners/contractors briefed regarding emergency evacuation arrangements (including for disabled guests) and means of requesting assistance			
1 <sup>st</sup> aid procedures			

Other emergencies			
Under 18s and their parents to be reminded of the 'pick up' policy which they would have signed up to on registration for the event			
The safe waiting area for under 18s should be supervised by a member of the team, as should the drop off/collection point for under 18s.			

Completed by:\_\_\_\_\_

Checked by (FM team):\_\_\_\_\_

Date:\_\_\_\_\_