Event Name					
Event Organiser					
Date of Event					
Date agreed at HHRG					
Date agreed at CIC					
Start and End time (event)					
Start & end time (set up/clear up)					
Event Description					
Who is the event for? (Delete as applicable)					
Resources/equipment/volunteers needed Add details of items you will need, making clear those you will need to purchase. Give details of how many volunteers you will need and how you will get these.					

Advertising of Event

Advertising must include these or similar words "Parents or carers are responsible for supervising their own children at all times".

Type of advertising	Will this be undertaken (Y/N)	Date planned
Save the date notification issued		
Facebook		
Leaflet Drop		
Noticeboard		
Website (<u>www.hanhamhall.uk</u>)		
Article in Magazine		
Other (give details)		

Budget

Budget requested

Value for Money assessment

Provide breakdown of costs including details of catering, equipment and entertainment Provide 3 quotes for any external suppliers eg entertainers, bands, caterers Where large items are requested for purchase or hire, provide 3 quotes

A template and sample risk assessments can be found in the HHRG google drive Location of risk assessment and reference number Will there be any external providers working closely with children? If yes, provide details below and confirm you have sent them copy of Child Protection (CP) Policy (this can be found on www.hanhamhall.uk) and that you have added a line in risk log to ensure you see a valid DBS check (dated in last 3 years) and ID. Name of Supplier Has supplier been sent copy of CP Policy & asked to read Section 8 Confirm you have added DBS check & ID to risk log. Date you intervite to see DBS check & ID to risk log. Add supplier 1 Y/N Y/N Y/N Y/N intervite to the complete an evaluation of the event so that others can learn for future events Evaluation Complete an evaluation of the event so that others can learn for future events Actual Spend Price per head (cost divided by number attending) Amount of money raised (if applicable) Manue to money raised (if applicable) Image: Price per head (cost divided by number attending)	Events and/or funding requests								
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Name of Supplier been sent copy of CP Policy & asked to read Section 8 aware they must provide DBS certificate & photo ID? have added DBS check & ID to risk log to see DBS check & photo ID Add supplier 1 Y/N Y/N Y/N Y/N ID Add supplier 2 Y/N Y/N Y/N Y/N ID etc Y/N Y/N Y/N Y/N ID Evaluation Complete an evaluation of the event so that others can learn for future events ID ID Actual Spend Image: Section B Numbers attending Image: Section B Amount of money raised (if applicable) Image: Section B Image: Section B Image: Section B Image: Section B Where is this money going? Image: Section B Image: Section B Image: Section B Image: Section B	If yes, provide details below and confirm you have sent them copy of Child Protection (CP) Policy (this can be found on <u>www.hanhamhall.uk</u>) and that you have added a line in risk log to ensure you see a valid DBS check (dated in last 3 years) and ID.								
Add supplier 2 Y/N Y/N Y/N etc Y/N Y/N Y/N Evaluation Complete an evaluation of the event so that others can learn for future events Actual Spend Numbers attending Price per head (cost divided by number attending) Amount of money raised (if applicable) Where is this money going?	Name of Supplier	been sent copy of CP Policy & asked to read	aware they must provide DBS certificate		have added DBS check & ID to	check & photo			
etc Y/N Y/N Y/N Evaluation Complete an evaluation of the event so that others can learn for future events Actual Spend Numbers attending Price per head (cost divided by number attending) Amount of money raised (if applicable) Where is this money going?	Add supplier 1	Y/N	Y/N		Y/N				
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Complete an evaluation of the event so that others can learn for future events Actual Spend Numbers attending Price per head (cost divided by number attending) Amount of money raised (if applicable) Where is this money going?	etc	Y/N	Y/N		Y/N				
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Numbers attending Price per head (cost divided by number attending) Amount of money raised (if applicable) Where is this money going?	Complete an evaluation of the event so that others can learn for future events								
Price per head (cost divided by number attending) Amount of money raised (if applicable) Where is this money going?	Actual Spend								
Amount of money raised (if applicable) Where is this money going?	Numbers attending								
Where is this money going?	Price per head (cost divided by number attending)								
	Amount of money raised (if applicable)								
Feedback from the event	Where is this money going?								

Best practice for the next event