

## Hanham Hall Residents' Group Events and/or funding requests

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? <i>(Delete as applicable)</i>	
<b>Resources/equipment/volunteers needed</b> <i>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.</i>	

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<b>Advertising of Event</b>		
<i>Advertising must include these or similar words "Parents or carers are responsible for supervising their own children at all times".</i>		
Type of advertising	Will this be undertaken (Y/N)	Date planned
Save the date notification issued		
Facebook		
Leaflet Drop		
Noticeboard		
Website ( <a href="http://www.hanhamhall.uk">www.hanhamhall.uk</a> )		
Article in Magazine		
Other (give details)		

<b>Budget</b>	
Budget requested	
<b>Value for Money assessment</b>	
<i>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</i>	

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

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**Best practice for the next event**