

Further Information – checklist (√)

TRAVEL

- Provide directions and map to venue
- Offer information on public transport links

PARKING

- If applicable, advise where parking is available.
- Make sure the venue is accessible for all

NON ATTENDANCE

- Advise participants who they should contact in case they are unable to attend the course.
- Give terms of cancellation

SPECIAL REQUIREMENTS

- Remind the participant to advise of any changes to personal details, particularly any dietary or medical requirements, if these have changed since sending in the application form.

WHAT TO WEAR/RESOURCES TO BRING

- Is Scout uniform required?
- Are the sessions being run inside or outside? Advise what clothing is required e.g. waterproofs, trainers etc.

COURSE FEES (If there is one)

- Does the course fee include accommodation and meals? If so, state.
- Do you require the course fee to be paid prior to the course? If so, remind participants.

CERTIFICATES

- Is a certificate going to be issued at the end of the Course? If so, check which name they wish to have stated on the form. [Some people use their second names rather than their first].

ADDITIONAL ACCOMMODATION/MEALS

- If applicable, explain arrangements for booking.

CONTACT WITH VENUE OF COURSE

- In the case of an emergency, provide a course phone number and provide the number to the participants so that they may inform relatives.
- Ask participant to complete 'Emergency Contact' form – and to bring it with them to the course.
- Provide a contact name and number to participants if they have any queries about domestic arrangements or any of the above information.



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