

## Events / Visits Checklist

On the occasion that Group Convenors engage upon organising a visit or journey to an event for the Group, here is a list of things to check whilst doing so:

### Checklist item

1	Find out the available dates and any alternatives at the venue, and check whether the desired date clashes with any other events by discussing with our Events Coordinator.	
2	Find whether there are any disabled or partially disabled persons in the party and if so make the necessary provisions for access to the event and for boarding coach.	
3	Check adequate car parking spaces at the venue or at coach pick up point and cost of parking.	
4	If journey is more than an hour on the coach, make sure the coach has an onboard toilet.	
5	On arrival at destination are refreshments and toilets available and where?	
6	Are there any safety aspects advisable e.g. footwear or clothing?	
7	What is the estimated time for return?	
8	Ascertain total cost and do not do the bookings yourself – discuss the procedure for making bookings with our Chess Valley Treasurer to ensure insurance cover.	
9	In the event of last minute cancellations for the event by any members of the party, check with the venue if any admission booking is refundable and if not that member cannot be refunded. Equally that member's share of the coach booking cannot be refunded. If you have a waitlist then first offer the place to someone else	