## Practical Skills Day Process Sheet

| | | | |
|---|---|---|---|
| **Lead volunteer** | | **Contact Details** | |

## Domestics

| | | | |
|---|---|---|---|
| **Date** | | **Venue** | |
| **Venue Cost** | £ | **Venue Confirmed** | ☐ |
| **Activity Venue / Equipment** | | **Confirmed** | ☐ |
| **Catering Arrangements** | | | |
| **Caterers** | | **Contact details** | |
| **Catering cost** | £ | | |
| **Dietary Requirements** | | | |
| | | | |

## Promotion

| | | | |
|---|---|---|---|
| **County Newsletter** | ☐ | **District Newsletter** | ☐ |
| **Emails** | ☐ | **Letters** | ☐ |
| **Posters** | ☐ | **Leaflets** | ☐ |

## Equipment & Logistic Booking

| Laptops | Projectors | Screens | Specialist equipment for each base | Mobile phone/Walkie Talkies |
|---|---|---|---|---|
| | | | | |

| Flipcharts | Cars | Car Parking | | |
|---|---|---|---|---|
| | | | | |

## Organising team

| Main organising team | Confirmed | Responsibility | Final Instructions |
|---|---|---|---|
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |

| Base Holders/Presenters | Confirmed | Subject | Final Instructions |
|---|---|---|---|
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |
| | ☐ | | ☐ |

## Notes

## Participants

### Who will attend:

| | | | | | |
|---|---|---|---|---|---|
| Section Leaders | ☐ | Section Assistants | ☐ | GSLs | ☐ |
| DCs | ☐ | ADCs | ☐ | CCs | ☐ |
| ACCs | ☐ | County/District Training Team | ☐ | | |
| Individual cost to participant | £ | | | | |

## Participants' Pack

| | | | | | |
|---|---|---|---|---|---|
| Letter | ☐ | Directions | ☐ | Local Accommodation | ☐ |
| Details of the day | ☐ | Training card/passports | ☐ | | ☐ |

## Facilitators' Pack

| | | | | | |
|---|---|---|---|---|---|
| Letter | ☐ | Directions | ☐ | Expenses | ☐ |
| Details of subjects | ☐ | | ☐ | | ☐ |

## Post Event Pack

| | | | | | |
|---|---|---|---|---|---|
| Certificate | ☐ | Letter | ☐ | Extra Handouts | ☐ |
| Web links | ☐ | | ☐ | | ☐ |