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| **Event description:** Who is it ‘for’ (Age Group): Anticipated attendance numbers: |
| **Date**Proposed date/s: Has the date been run by\*:Ruth ⃝Youth Team ⃝\*This should be done before advertising datesIf Audio/Visual required, has it been run by Craig?.. ⃝**Bulletin**Needs to be sent to Ruth allow ample advertising time. Should include:What, Where, WhenAny donations requestedRSVP details / dateIf permission slips required**Event Funding**Will event be funded by:* donations
* allocated in Youth Budget

If donations:For a local event <$200 turnover cash can be used to cover expenses, with balance to be banked via Andrea.For a local event >$200 or event involving other congregations (eg. Bendigo)All donations need to be banked via Andrea.Reimbursements will be made after receipts are given to Andrea.  | **Location**Where When (times) Contact for location Is it booked ⃝Fee for location? Location contacts:Pembroke – Craig Yarra Ranges facilities - Ruth |
| **LEGAL****Risk Assessment & Activity Planners**Risk Assessments and Activity Planners must be returned to Ruth one month before the event. Michael and Fiona have copies of the documents and can assist with compilation.**Permission slips**Are required if:- An overnight stay is occurring- Participants are being moved to a location separate to where they are dropped off\*compulsory for <18yrs**Helpers**How many Adult helpers: 1 Helper to 5 Children/YouthDo all helpers have a Working With Children’s Check? ⃝Have all helpers completed online Child Safety training? ⃝ **Transporting Participants**We must have license number and license plate details documented.Drivers on P’s can only drive siblings.Does carpooling need to be used? ⃝ |
| **Equipment Available**  |  |
| *Item*CutleryMugsBowls, Plates, GlassesRice cookerBig stove potsStove top veg steamerLarge slow cookerLarge slow cooker | *Who*StuckingsStuckingsStuckingsRuth Ruth Ruth Ruth Stuckings | *No.*20 sets 202022131 | *Item* UrnUrnLrg Serving Tray + LidBain Marie Serving PansProjector ScreenProjector | Who Ruth StuckingsRuth Ruth Ruth Phil + StuckingsChurch | *No*2110 + 84111 |