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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 dates  If Audio/Visual required, has it been run by Craig?.. ⃝  **Bulletin** Needs to be sent to Ruth allow ample advertising time.  Should include: What, Where, When Any donations requested RSVP details / date If 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/Youth  Do 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*  Cutlery  Mugs  Bowls, Plates, Glasses  Rice cooker  Big stove pots  Stove top veg steamer  Large slow cooker  Large slow cooker | *Who*  Stuckings  Stuckings  Stuckings  Ruth  Ruth  Ruth  Ruth  Stuckings | *No.*  20 sets  20  20  2  2  1  3  1 | *Item*  Urn  Urn  Lrg Serving Tray + Lid  Bain Marie Serving Pans  Projector Screen  Projector | Who  Ruth  Stuckings  Ruth  Ruth  Ruth  Phil + Stuckings  Church | *No*  2  1  10 + 8  4  1  1  1 |