

ECC



Event Check list

If you have kindly agreed to coordinate an event then please complete this form and return to the Treasurer with fees collected afterwards.

Details

Event co-ordinator	
Phone / mobile	
e-mail	
Event leader (if different)	
Phone / mobile	
Qualification	
Event Description	
Date(s)	
Location / entry - egress point	
Minimum ability needed	
Cost	Members £ non members £

Checklist

In advance

Risk assessment completed	
Members list obtained from secretary	
Accident report form(s) available	
Permission / permits arranged	
Venue booked	
Venue cost agreed	£
Kit necessary booked	
Kit cost agreed	£
Tutor booked	
Tide times checked	

On the day

Risk assessment final amendments	
Equipment check (first aid kit)	
Weather forecast	
Water levels	

Bookings

#	Name	Paid	Member?	Kit Hire?	#	Name	Paid	Member?	Kit Hire?
1					11				
2					12				
3					13				
4					14				
5					15				
6					16				
7					17				
8					18				
9					19				

ECC

Event report

Any Accidents / incidents?

Yes / No

If yes please complete an incident report form and return to the ECC secretary.

Total funds received £

Outstanding fees (& form whom) £

Funds send to ECC Treasurer (tick)

Other comments / feedback

Please return this form to ECC event secretary upon completion.