**Holding A Club Event**

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| Before The Event |  |  |
| Guideline | Person Responsible | Completed |
| Create fliers- include full and comprehensive information. Clearly state the age that can attend. Include date, prices, address of venue, times and 2 points of contact. |  |  |
| Facebook- If you set up a group or event, be selective who you show the information too. Don’t give out too much information. Ask people to inbox you instead of leaving mobile numbers. Be clear on age restrictions. |  |  |
| WFYFC Website- Ensure all details are on your Club Area- Prices, Date, Times, Age Restrictions, Venues, Themes | I |  |
| Circulate fliers through email addresses and Worcestershire Weekly |  |  |
| Press Releases- Write a press release for local newspapers or parish magazines. Include all details mentioned above and state the charity number of your club. |  |  |
| Ensure you have sufficient Security and that they are SIA registered- See helpful numbers for details of a trusted security firm. |  |  |
| Carry out a thorough risk assessment and keep 2 copies. One must be kept with a designated person at the event and 1 given to County. Keep your record in a safe place for future. |  |  |
| Ensure there is adequate insurance for the event |  |  |
| Ensure that a site visit takes place before the event to make sure that it is suitable for the event you wish to hold. |  |  |
| Organise a meeting prior to the event with all members who will be helping out to discuss various issues |  |  |