

Greater Manchester Higher Event Booking Checklist

(Face to Face events)

Prior to booking

- ✓ Read the event details carefully and consider how the engagement will support your broader engagement plan/ IAG programme
- ✓ Check the event times, location and travel times and ensure you are able to attend the full event- if you would need to leave early you should discuss this with the event organiser before you book.
- ✓ Secure SLT support for off timetable arrangements, staffing supervision and transport (GMHigher may be able to provide support with supervision and travel)
- ✓ Ensure you have adequate time to complete any trip paperwork and collect parental consent

After booking/ prior to the event

- ✓ To return any requests for information needed before an event in good time including number of attendees, monitoring and evaluation data (free school meals, learners who are young carers and learners with disability) and any special requirements (dietary, medical, accessibility etc).
- ✓ To notify the event organiser(s) of any potential changes or issues with attendance within the time period set out in the cancellation policy (including any changes to which learners will be attending)
- ✓ Ensure that all school/college staff attending the event for supervision purposes are aware of the full event details and support expectations
- ✓ Ensure that all students attending the event are aware of the event details and expectations
- ✓ Contact the event organiser to discuss any Covid-19 protocols

On the day of the event

- ✓ If you are running late for any reason please make the event organisers aware as soon as possible
- ✓ School/college staff are responsible for supervision and behaviour management at all times, including break times
- ✓ Make the event organiser(s) aware of any issues or queries that arise during the event as soon as possible so they can be addressed
- ✓ Support learner engagement and participation in activities