

## **Patterdale Hall Booking Checklist**

We know that organising your course can be a daunting task so we've compiled this page to help you keep on track.

<b>Usually between 18 to 12 months to go:</b>	<b>Tick</b>	<b>Date</b>
Make your initial <b>Booking Enquiry</b> with us and set dates		
Decide on your <a href="#">Activities</a> , including any evening provision.		
Discuss with us your <b>Programme/Activities Requirements</b> and a confirm your <b>Price</b> .		
Print, complete and return a signed <a href="#">Booking Form</a> (via <a href="#">email</a> ).		
Seek approval from your school's EVC, if required.		
Receive confirmation of your booking from us, and a deposit invoice from our finance team.		
On receiving your invoice, pay <b>25% Deposit</b> .		
Consider <b>Insurance</b>		
<b>12 – 9 months to go</b>	<b>Tick</b>	<b>Date</b>
Launch the trip at school		
Arrange a <b>Parents Evening</b> / Zoom call with a member of the Patterdale Hall Team, if required		
Follow us on <b>Social Media</b> ( <a href="#">Twitter</a> / <a href="#">Facebook</a> / <a href="#">Instagram</a> ) and encourage parents to do the same, as well as signposting them to our <a href="#">Website</a> for more information.		
Set up a <b>Payment Schedule</b> for parents		
Identify any <b>Special Requirements</b> that may be necessary and inform the centre (e.g. additional needs, medical issues and complex dietary needs etc)		
Identify any young people or adults who take <b>Prescribed controlled drugs</b> and inform the centre ( <a href="#">Controlled Drugs Storage Form</a> )		
<b>9-6 months to go:</b>	<b>Tick</b>	<b>Date</b>
Contact the centre to <b>Update Numbers</b> if number of places required goes up, or down. (This is essential – please see the Ts and Cs on your booking form regarding charges for cancelled places. Please note that not all increases in numbers can be accommodated due to capacity of the centre.)		
Share with us your <b>Course Aims and Objectives</b> .		
Organise your <b>Transport</b> to and from the centre.		
Download <a href="#">Visiting Leaders Information Pack</a> , <a href="#">Risk Management Summary</a> and <a href="#">Main Building</a> and <a href="#">Activities Risk Assessments</a> from our <a href="#">website</a> .		
Write own risk assessments specific to your trip and young people – please liaise with our staff if you require any support with this.		
Send out Kit Lists so parents can start to prep (see <a href="#">Visiting Leaders Information Pack</a> )		
<b>5-3 months to go:</b>	<b>Tick</b>	<b>Date</b>
Continue to keep the centre informed of any changes to participant numbers or requirements (medical, dietary etc).		
<b>6 weeks to go:</b>	<b>Tick</b>	<b>Date</b>
Confirm your <b>Final Numbers</b> to us (including staff) via <a href="#">email</a>		
On receiving your final invoice, pay <b>Remaining Balance</b>		
We will send you a <b>Final Info Form</b> for completion		
We will send you a <a href="#">Rooming List</a> (wing allocation will be shared with you if you do not have sole use of the centre)		
We will send you <b>Consents Forms</b> for your <a href="#">adults</a> and <a href="#">young people</a> .		

We will send you a copy of your <b>Programme</b> .		
Send <b>Consent Forms</b> out to parents		
<b>3-4 weeks to go:</b>	<b>Tick</b>	<b>Date</b>
Complete and return <b>Rooming Lists</b> via email		
Complete and return <b>Final Info Form</b> via email		
Compile and send a list of young people split into <b>Activity Groups</b> via email		
Ensure students have <b>Kit Lists</b> (see <a href="#">Visiting Leaders Information Pack</a> )		
<b>2 weeks to go:</b>	<b>Tick</b>	<b>Date</b>
If not already done, return <b>Final Info Form, Rooming Lists and Activity Groups List</b> , as soon as possible.		
Print off /collect <b>Consent Forms</b> from your adults and young people and sort into their activity groups.		
<b>Before Departure:</b>	<b>Tick</b>	<b>Date</b>
Collect in any <b>Medication</b>		
Ensure everyone has a <b>Packed Lunch</b>		
Ensure you have <b>Two Printed Sets of Consent Forms</b> (one for you and one arranged into activity groups to be handed in on arrival)		
<b>During your visit:</b>	<b>Tick</b>	<b>Date</b>
On arrival, hand your <b>Consent Forms</b> to your Instructor in Charge (see Programme)		
<b>Have a great time!</b>		
Discuss any Booking Requirements for <b>Following Year</b>		
At the end of your visit complete an <b>Evaluation Form</b>		
<b>After your visit:</b>	<b>Tick</b>	<b>Date</b>
Feedback any learning points		
Tag us in any <b>Social Media</b> posts on <a href="#">Twitter/Facebook/Instagram</a>		

**Useful Documents** - <https://www.patterdalehall.org.uk/patterdale-hall-document-library/>

**Email:** enquiries@patterdalehall.org.uk or **Call:** 017684 82233