Open Day Checklist

Ask or help would-be Open Day hosts to complete this form, so that you have a central record of what is planned and the details to be used in publicity materials and to brief other participants/volunteers.

Open Day host: Name:

Address:

Postcode:

Phone(s)

Email:

Date of event: Times:

Location (if not at address above):

Directions to site (please include bus route numbers & approx distances from nearest towns)

Parking: be sure neighbouring drives & highway aren't doesn't obstructed!

Direction signs: what's needed/ where/ quantity?

Max. number of visitors at once

Length of stay (approx)

Do you need extra help. Number? Times?

Disabled access: (any steps or rough terrain?)

Event in brief e.g. what can be seen/sampled (for media & publicity)

Are you willing to talk to the media?

Any other info or comments