



# EXTERNAL VISIT RULES

## TITLE OF VISIT WITH DATE

1. **Situation.** A visit of *LOCATION* by Lincoln Camera club will take place on *DATE/TIME*.
2. **Organiser.** The event is being organised by *NAME*, who will be the point of contact for those attending on the day and will be the sole liaison with outside organisations. The organiser should arrive early to liaise with the owner of the site.
3. **Background.** *A brief description of the event*
4. **Programme.** A timetable of events is at Annex A. A map with the meeting location is at Annex B.
5. **Who can attend the Event.** Where events are limited by number no non members or guests will be allowed.
5. **Security and Communication** Club members attending are to provide the organiser with their names by *DATE*. During the event members are to have their club ID on them at all times. It is recommended that Members wear:
  - Their club Hi Vis vest in order that they can easily be identified.
  - ID lanyard with membership card

## Execution (delete as appropriate)

- **Arrival / Departure.** *Timings and locations of arrival and departure*
- **Organiser.** The organiser for the event is *NAME*. They can be contacted via:
- **Transport/Meeting Place.** Members are to meet at *LOCATION* at *TIME* on *DATE*. Details of car parking to be provided. If on the day, individuals are delayed, please contact the organiser as soon as possible.
- **Dress code.** As the event is taking place during *GIVE DETAILS*, it is recommended that those attending wear *GIVE DETAILS*. i.e. smart casual attire, High Vis vest, walking shoes/boots, waterproofs etc
- **Catering.** *Give details of what food/drink is available or if people will need to bring their own things.*
- **Toilet facilities.** *Give information as to availability of rest room facilities at the event – we do not want people caught short!*
- **Rules for the event.** *Provide information of limitations of what members can or cannot do. Are there areas that cannot be photographed? Are health and safety issues people need to be aware of?*
- **Issues on the day.** Any issues or behaviours and language unacceptable in public must be reported to the organiser who will determine the appropriate response on behalf of LCC.

## Annexes:

- A. Timetable of events
- B. Map