



VISIT PROFORMA

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** Attending club members 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.** 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?*
- **Behaviour.** Any behaviours and language unacceptable in public must be reported to the organiser who will determine the appropriate response on behalf of LCC.

SIGNED



VISIT PROFORMA

Description of Event:

Where you are visiting ? (include map)

Date of Visit -

Organiser Details -

Contact Details - Phone Email

Alternative Contact - Phone Email

Meeting Point -

Expected Timetable :

Start time -

- If on the day, individuals are delayed, they should contact the organiser as soon as possible.

Finish time -

Attendees : **Members** **Non Members**

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

Attendees are to provide the organiser with their names by - Date :

Dress code -

Catering. Is food available ?	Yes	No	Nearby ?	Yes	No
Is there a toilet on site ?	Yes	No	Nearby ?	Yes	No

Limitations of what members can or cannot do -

- **Behaviour.** Any behaviours and language unacceptable in public must be reported to the organiser who will determine the appropriate response on behalf of LCC.
- **Attendees should follow all instructions given by owner's agents or on-site security personnel.**

Signed : _____

Please make at least two copies of this form –keep one for yourself and supply one for club records

Notes. Visits must be arranged in advance and details forwarded to the Council to be put on record. Unless this is done the attendees are not covered by our club insurance and the club (and probably the organiser/s) are liable for any claimed damages.

Also note that **non-members are not covered** by our club insurance and would thus have no claim. If non members require third party insurance (indemnity) they will have to make their own arrangements.



Annexes:

- A. Timetable of events

- B. Map

The Organiser/s are responsible for providing all attendees of the event with the above information.