**Kingston Kayak Club**

**Event Organisers’ Checklist**

This form is designed to support Event Organisers in planning their event and to allow the Club’s Online Administrator to advertise the event through the [Events Portal](https://britishcanoeing.azolve.com/Workbench/Public/Events?subCategory=Kingston%20Kayak%20Club&category=Club%20Events). You can look at the Events Portal to get a feel of the information required.

Complete as much of the form as you are able, and the rest can be discussed and agreed.

**\*Required**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Event | Click or tap here to enter text. | | | | |
| Type of event**\*** | Choose an item. | | | | |
| Date of event**\*** | Click or tap to enter a date. | | | Does this date conflict with another club event? **\*** | Choose an item. |
| Location**\*** | Click or tap here to enter text. | | | | |
|  |  | | | | |
| Your Name**\*** | | Click or tap here to enter text. | | | |
| Your email**\*** | | Click or tap here to enter text. | | | |
| Your mobile**\*** | | Click or tap here to enter text. | | | |
|  |  | | | | |
| Do you require an on the water leader?  This leader should be appropriately qualified. | | | Choose an item. | | |
| Name of Leader if known (This can be arranged later) | | | Click or tap here to enter text. | | |
| Number of Participants | | | Click or tap here to enter text. | | |
| Target Audience | | | Click or tap here to enter text. | | |
| Boat Collection Arrangements | | | Click or tap here to enter text. | | |
| Meeting Arrangements | | | Click or tap here to enter text. | | |

|  |  |
| --- | --- |
| Do you wish for this event to be managed through the Events Portal? | Choose an item. |
| Provide any words to accompany your event. | Click or tap here to enter text. |

Complete as much as you are able and email to the [kkcevents@googlegroups.com](mailto:kkcevents@googlegroups.com) We will support you through the full process.