**PRE-EVENT NOTIFICATION FORM**

**For fixtures and activities**

|  |  |
| --- | --- |
| **Name of Society/Sports Team:** |  |
| **Date of Event/Fixture:** |  |
| **Event/Fixture:** |  |
| **Destination:** **(address)** |  |
| **Additional destinations:****(if applicable)** |  |
| **Start or Kick-Off time:** |  |
| **Departure time:** |  |
| **Method of travel:** |  |
| **Staying overnight:****(details of where/when)** |  |
| **Expected return departure time:** |  |

|  |  |
| --- | --- |
| **Emergency Contact Name:** |  |
| **Role within club** |  |
| **Contact Number:** |  |

|  |  |
| --- | --- |
| **Medical Bag Taken:** |  |
| **Team Kit & SU equipment taken:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed by SU Staff Member:** |  | **Date & Time** |  |

|  |
| --- |
| **Please list the names of all those attending this event/fixture below.** **Sports: Please mark non-playing members with a \*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |