**PRE-EVENT NOTIFICATION FORM**

**For fixtures and activities**

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| **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:** |  |

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

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

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

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