

Event Planning Template, to be used by WHS event organiser.

Please complete each section and return to membership@wallpaperhistorysociety.org.uk; treasurer@wallpaperhistorysociety.org.uk; pemapasuk@outlook.com; and info@wallpaperhistorysociety.org.uk

Document will expand to accommodate text.

Name and contact details of WHS event organiser:

Name:

Email:

Mobile:

Name and contact details of organiser at venue:

Name:

Email:

Mobile:

Address (at venue):

Cost of event:

Overall charge by venue organisation to WHS:

Proposed charge per individual WHS member attendee:

Proposed charge per individual guest attendee (if different):

Number of attendees required to cover venue charge:

For WHS insurance purposes a risk assessment should be undertaken. It is likely that the venue has one in place already, so please check with the visit provider whether this is the case. They should also be asked if their insurance covers visits by external parties (although WHS does have cover for this). If you are not familiar with the site, or cannot visit, please ask whether visitors should be advised of any potential hazards.

Risk assessment should include any factors that might be of concern, such as uneven flooring, machinery etc. These can be included as a quick checklist as follows (click 'tab' on last box to extend table):

No.	Risk event	Cause(s)	Impact	Owner	Score			Actions
					L*	I*	Total (LxI)	
1	<i>Trip/fall</i>	<i>Uneven flooring due to age of building</i>	<i>Injury to visitor</i>	<i>Venue/name of organisation</i>	2	5	10	<i>Advise guests and suggest suitable footwear</i>
2								
3								

*L = Likelihood *I – Impact scale of 1 - 10

The following section will be separated and circulated to members

Event summary for publicity on website and circulation to members. Include picture as appropriate or attach as separate document.

Wallpaper History Society visit invitation

Name of event:

Date of event:

Location of event:

Visit fee:

Summary of event:

Further details (use/delete as appropriate)

Deadline for application to join WHS on visit:

Minimum numbers to ensure costs are covered:

Numbers limited to:

How to get to venue:

Food at venue/special requirements:

Accessibility of venue:

Other factors/comments:

How to book your place on the Wallpaper History Society visit to....

Please send your reply to...

For member to complete:

Name(s):

Member/guest status and numbers (e.g. 1 member, 1 guest):

Address:

Contact details:

Mobile:

Email:

Fee amount due:

How to pay

In all cases, please email treasurer@wallpaperhistorysociety.org.uk to notify of your intention to attend and your method of payment. This is important to ensure your place is secure, especially where numbers are limited.

By cheque:

Please make cheques payable to The Wallpaper History Society and send with completed form to:
Rowena Beighton-Dykes
Treasurer, The Wallpaper History Society
30 Millbeck Close
Weston
Crewe
Cheshire
CW2 5LR

Direct transfers:

Please include your **abbreviated name** and **the name of the event** in the details, for identification by the Treasurer.

By BACS:

Bank: Lloyds Bank PLC
Account: 00950530
Sort Code: 30 – 19 – 54

IBAN: GB66 LOYD 3019 5400 9505 30

BIC/Swift: LOYDGB21381

By PayPal: Details can be found at <http://www.wallpaperhistorysociety.org.uk/events-exhibitions/>