

Facilities Checklist

SSG Courses

Thank you very much for your booking. We would be grateful if you could provide us with the following information **within 3 days of receipt of the booking confirmation** to ensure the necessary facilities are available for the course. If you have any queries relating to this, please contact the training administration team on 01752 201616.

Once complete, please return this form to katie.taylor@ssg.co.uk

Company Details

Company Name	
Contact Name	
Contact Number	
Contact Email	
Invoice Address	
PO Number	

Course Details

Course Title	
Course Date(s)	
Start Time	
Venue Address (inc Postcode)	
What3words (if known)	
Contact Name at Venue	
Venue Telephone	
Emergency contact on day of course (name / number)	
Course requirements discussed	

Location Details please complete if training @ client venue

Any health and safety issues or procedures our tutors need to be aware of at the training venue	
Are welfare and refreshment facilities available for our tutor at the training venue?	
Parking arrangements on arrival	
Tutor can arrive 30 - 45 minutes before the course start time to setup the training room	
Is there WiFi access, or where unavailable, a reliable 4G phone signal for accessing online resources?	

Training room layout should contain:

- Training room should be suitable for presenting a training course
- Available for the duration of the course and free from distractions
- Tables and chairs for all delegates to allow for open books, written work and possibly assessments / tests for which delegates must be sat with sufficient space between them to not see each other's work
- Facilities to darken the room when necessary
- Electrical supply near the tutors table
- Adequate toilets and wash facilities within reasonable distance
- Fire escape routes and arrangements clearly signed

Training room facilities should include:

- TV screen and connection **OR** Projector and screen
- Flipchart and pens

Any issues with the above, please let us know:

Information collection and use

- SSG - For information explaining how SSG use data collected, please refer to our privacy policy located online at <http://www.ssg.co.uk/about/dataprotection.php>

Within this checklist are details relating to the specific arrangements that need to be in place for the presentation of the course.

Please sign the adjacent declaration confirming that these requirements will be in place at the time of the course.

Should you need to make any changes to this prior to the course starting, please ensure you contact us to advise accordingly.

I confirm that we wish to proceed with the training as detailed above, we understand that should the training facilities not meet the requirements, we may have to re-schedule all or part of the training and additional charges will be made for this as appropriate.

Signed:

Name:

Date:

Once complete, please return this form to katie.taylor@ssg.co.uk