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| **UKCC Venue Checklist** |
| **THIS FORM MUST BE COMPLETED BY THE COURSE ORGANISER AND SENT TO**  **BRITISH ORIENTEERING** |
| **Date of Course**:       **Course Organiser:**  **Venue Address:**  **Venue Contact Name:**        **Phone Number:** |
| **VENUE REQUIREMENTS** |
| **General Arrangements:**  Adequate accessible car parking  Toilets  Access to refreshments and lunch for all days  Time the venue is to be opened has been confirmed  Access to the room prior to and after the workshop each day  Full access for people with disabilities and appropriate equipment available**\*\***  Telephone available  Mobile phone coverage  Contact number and Emergency number ……………………………………………………………………………..  …………………………………………………………………………………………………………………………….. |
| **Indoor:**  Main room is of adequate size  Are breakout rooms required and available  Rooms are well heated, lighted and ventilated  Adequate and comfortable seating for all delegates  Adequate table space available as required |
| **Outside:**  Ready and close access to mapped area – i.e. **Venue either adjacent to or on the map**  Specialised full colour orienteering map available for use  **Note**; The area must be capable of supporting Technical Difficulty 3 for Level 1 course; TD 4 for Level 2 and TD 5 for Level 3.  Mapped area of suitable complexity and standard  First Aid Kit available  Risk analysis completed  Accessibility to entire area or restrictions  Are there any restrictions? E.g. area cordoned off  ……………………………………………………………………..  Options in case of bad weather  ………………………………………………………………………………………….  Essential equipment for candidates to use (Maps, Compasses, markers etc.) …………………………………………… |
| **Equipment Availability:**  Laptop to be able to load either a CD or memory stick  Data Projector + screen  OHP and pens  Flip Chart  TV and DVD**\*\*** Photocopier**\*\*** |
| Please return this form to:  **Janine White** either electronically or by post: [jwhite@britishorienteering.org.uk](mailto:jwhite@britishorienteering.org.uk)  British Orienteering, 8a Stancliffe House, Whitworth Road, Darley Dale, Matlock, Derbyshire,  DE4 2HJ  **Please note:**  This form must also be sent to the UKCC **Coach Educator** along with a copy of the specialised orienteering map to be used. A copy of the map must also be sent to Janine White at the British Orienteering Office at the address as given above. |