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| Logo  Description automatically generated with medium confidence | **ROYAL NAVY ATTRACT TEAM NORTH**  **BOOKING FORM** | Diagram  Description automatically generated |

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| **Host Details** | | | |
| **Host Organisation (full title)** | |  | |
| **Host Name / Title of Event** | |  | |
| **Address of Host (complete in full)** | | **Location of Activity (if different)** | |
| Street name: |  | Street name: |  |
| Town: |  | Town: |  |
| County: |  | County: |  |
| Post Code: |  | Post Code: |  |
| **Point of Contact (PoC) Details** | | **PoC Details on Day of Event (if different)** | |
| Name: |  | Name: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Twitter: | @ | | |

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| **Activities** (Hover overi for activity details and requirements) | |
| Team Introduction (inc ‘Discover the modern role of the Royal Navy) with Q&A **i** | |
| **Additional Activities**  Indoor or outdoor session with fun and challenging activities aimed at developing communication, teamwork and problem-solving skills. | |
| Teamwork with [MTa](https://www.experientiallearning.org/kits/mta-insights/) **i** | Practical Leadership/Teamwork Tasks **i** |
| Flarebox Fun **i** | Royal Navy Fun Sports/Fitness **i** |

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| **Host Facilities** | | **Response** |
| Access available to SMART Board / Presentation Facilities? | | Yes / No / N/A |
| Access to large indoor space to conduct activities. (eg. Gym hall for Teamwork with MTa) | | Yes / No / N/A |
| Access to large outdoor space to conduct activities. (eg. Astro Turf or playground for Flarebox Fun activity) | | Yes / No / N/A |
| Vehicle parking availability. (eg. Space of VW Caravelle) | | Yes / No / N/A |
| Health & Safety – Any issues that the visiting Team need to be aware of prior to arrival that may hinder event delivery. (eg. stairs, lifts, ramps, ease of access) |  | |

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| **Agreed Event Date(s) & Times** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Date**  **(example)** | **Session Timings**  **(example)** | **Activity**  **(example)** | **Date** | **Session Timings** | **Activity** | | ***31/01/2024*** | *0930-1030* | *Introduction* | **Select Date** |  | Choose an activity. | | *1045-1200* | *Flarebox fun* |  | Choose an activity. | |  |  |  | Choose an activity. | |  |  |  | Choose an activity. | |  |  |  | Choose an activity. | |  |  |  | Choose an activity. | | **Select Date** |  | Choose an activity. | **Select Date** |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | | **Select Date** |  | Choose an activity. | **Select Date** |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | |  | Choose an activity. |  | Choose an activity. | |

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| **Age Range / Year Group:** |  |
| **Composition of Group(s):** | Select – Males | Female | Mixed Genders |
| **Total Number of participants (per class/group):** |  |

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| **Additional Information (optional)** |  |
| If Primary School, which secondary school(s) do you feed into?  If Secondary School, which Primary school(s) are within your catchment area? |  |

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| **RN Attract Engagement - Team Liaison/PoC** | |
| CSgt Law (Coherence Manager) | [Stuart.Law451@mod.gov.uk](mailto:Stuart.Law451@mod.gov.uk) |
| PO Janine Huntley (Team Leader) | [Janine.huntley636@mod.gov.uk](mailto:Janine.huntley636@mod.gov.uk) | 07944776292 |

**Advisory notes:**

1. Activities will not proceed unless at least one member of the organisation’s staff is present and remains so throughout the event and is responsible for the behaviour and safeguarding of the young people attending. If a member of staff is not present, at any time during the event, activities will unfortunately have to cease until their return.
2. All team members have DBS/PVG clearance or are in the process of gaining clearance.
3. Risk Assessments for activities are available on request.
4. Ministry of Defence Public Liability Statement available on request.
5. All participants must be free from any medical condition that will impact on them participating in activities. Royal Navy Attract Team members should be discreetly made aware of any SEN students. Attendees that feel unwell during the activities will be directed to the Teacher/Teaching Assistant for support.