

Attendance transport and supervision plan

RESTRICTED WHEN COMPLETED. Keep emergency and medical details in the institution’s secure records; reference them here without copying them into general festival systems.
Complete in a PDF reader or print. All fields are blank. Keep a copy for your records.

School or organisation and event day

Coordinator safeguarding lead and deputy

Participant manifest reference and headcount

Supervising adults and agreed supervision arrangement

Transport provider departure arrival and collection

Access route first aid quiet space and emergency plan references

Procession steward headcount traffic and weather arrangements

Media permission list reference

Institutional sign-off date and readiness decision