



PROJECTS / EVENTS ORGANISING SHEET

To keep projects and events running smoothly Doddington Grove Residents Association (DGRA) ask that you follow these guidelines, so you and your team will have a smooth successful event or project.

A small budget, up to £250 for three projects, is available each year.

■ Title and short description of project/event

Title:

Description:

■ Your contact details

Name:

Phone number:

Email address:

■ Date and time when the proposed event will take place

Date:

Time:

■ Please give DGRA 8 weeks notice of the event

☐ Done

■ Design your leaflets & posters and show DGRA four weeks before your event

☐ Done

■ **Contact details of the organisation you will be working with if applicable**

Names:

Phone numbers:

Email addresses and website:

■ **Names of the volunteers/youth workers/helpers you will be working with.
(Use an additional sheet of paper if needed)**

Names:

Phone numbers:

Email addresses and website:

■ **What are your contingency plans, in case you become unavailable for the event?**

■ **If you are using a WhatsApp Group please add DGRA Committee members to the group to keep us in the loop.**

☐ Done

■ **When working with children or vulnerable adults, facilitators must have a current, enhanced DBS check with at least one person holding a valid FIRST AID certificate and third parties must have Public Liability Insurance.**

☐ Confirmed

■ **Every event must have a completed risk assessment**

Sample: <https://dgra.co.uk/risk-assessment/>

☐ Confirmed

■ **Cost Sheet**

Please fill in the sample budget or send us your own version.

Item	Amount	Cost £	Web link	Total £
TOTAL				

Do you need to raise funds for the project?

☐ Yes

☐ No

Do you need a small budget to cover sundries from DGRA?

☐ Yes

☐ No

How much do you need?

Amount:

Please send this filled in form via email to info@dgra.co.uk, or post through the letter box at Kean House Community Hall.