**Event and Brochure Form**

If you would like your event to be on bookings live and in any seasonal updates, please complete the details below.

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| --- | --- | --- | --- | --- |
| **Activity type** | Activity Camps / Arts / CFH / Community / Inclusion / Lifewalks / Museum / New Horizons / Sports / Other | | | |
| **Activity title** | West Essex Inclusion Project Festive Football | | | |
| **Activity date(s)**  **Date:** Do **NOT** use ‘st’, ‘nd’, ‘rd’ or ‘th’ in the date (e.g. Monday 10 April) | Saturday 21 December | | | |
| **Date booking to go live** | Asap 😊 | | | |
| **Date booking to close** | Wednesday 18 December | | | |
| **Age range** | 6-14 | | | |
| **Capacity** | 30 | | | |
| **Location (Full address)** | King Harold Academy, Broomstick Hall Road, Waltham Abbey EN9 1LF | | | |
| **Event details** First line should be date and time of event then full address and age recommendation in bold.  (Paragraph with details of event)  **Include any pre-booking info here** (i.e. children need to be accompanied, no large groups etc.) | **King Harold Academy, Broomstick Hall Road, Waltham Abbey EN9 1LF Saturday the 21st December for children and families on The West Essex Inclusion Project . 1pm-2pm**  We will be holding a free festive football session at King Harold Academy Sports Hall for children and families on The West Essex Inclusion Project.  Theo has won a Jack Petchey award for his can-do attitude and courage when being met with an unexpected challenge of a snake at The Hive! Theo has been a dedicated participant in The West Essex Inclusion Project for several years. Throughout his time with us, he has consistently shown a supportive and kind attitude towards both new and long-standing friends during various activities. Theo would like you to celebrate with him by enjoying a free indoor festive football session at King Harold Academy Sports Hall!  Come with your festive cheer, wearing Santa/Christmas hats are optional but encouraged!  This session is for children and young people aged 6 to 14 with SEND. Siblings are welcome to attend, and adults are more than welcome to stay.  Please contact our Disability Inclusion Officer, Emily Stevens to join The West Essex Inclusion Project. [estevens@eppingforestdc.gov.uk](mailto:estevens@eppingforestdc.gov.uk)    Reasonable adjustments can be made to support additional needs, please get in touch to discuss your requirements.  For more information, please contact our Disability and Inclusion Officer, Emily Stevens: [estevens@eppingforestdc.gov.uk](mailto:estevens@eppingforestdc.gov.uk) or on 07596 890 819  For booking support or further information call: **01992 564226** | | | |
| **Additional Info** (Text to appear on confirmation email) i.e. bring a packed lunch, wear suitable clothing, Covid guidance etc. | We look forward to you joining us for a free festive football session at King Harold Academy, Broomstick Hall Road, Waltham Abbey EN9 1LF  The session is from 1-2pm. Please wear suitable footwear such as trainers for this festive football activity.  Please don’t hesitate to contact Disability and Inclusion Officer Emily Stevens at [estevens@eppingforestdc.gov.uk](mailto:estevens@eppingforestdc.gov.uk) if you have any questions.  Feedback is really important to me to develop our service – please take a moment to fill out this survey after you have attended our session: <https://forms.office.com/e/BEX9yhL5b5>  If you are unable to attend the party for any reason, please contact Emily Stevens.   I look forward to seeing you there! | | | |
| **Income code:** | Disability RS410 9210 DE046 | | | |
| **Cost (Full Price)** | Free | | | |
| **Concession cost (if applicable)** |  | | | |
| **Concession criteria** | Benefits / U16 / OAP / Other (please state) | | | |
| **Discount (if applicable)** |  | | | |
| **Discount criteria (ie booking multiple sessions)** |  | | | |
| **Start time (**Please use 12hour clock i.e. AM/PM) | 1.00pm | **End Time** | | 2.00pm |
| **Parent attending (please circle) If yes, charge for parent? Price? Parent place included in capacity If no, parent capacity?** | Yes / No / optional Yes / No £  Yes / No \_\_\_\_ | | | |
| **E.g. Inclusion–siblings on booking? If yes, include in capacity?  If no, sibling capacity?** | Yes / No £  Yes / No  \_\_\_\_ | | | |
| **Any additional questions  e.g. Pick up points, bike size etc** |  | | | |
| **What information is required?** |  | | **Tick / Circle** | |
| **Level 0 Basic info only** | Name / Address / Tel / Email of customer only | |  | |
| **Level 1 Additional Info Required** | As above plus attendee names | |  | |
| **Level 2 Additional Info Required** | As above plus Dob / 2nd emergency Contact/ Person Collecting / Medical Condition, Allergy & Disability | |  | |
| **Level 3 All info** | As above plus Drs Details | | **Inclusion** | |
| **Please provide an image for activity & attach flyer** (include title of image and path to where saved on Z drive) | **Image:** Z:\Dep Chief Exec Office\Community, Culture and Wellbeing\002 Health Improvement\Projects\West Essex Inclusion Project\Booking Live\Christmas 2024\football.jpg  **Flyer:** Z:\Dep Chief Exec Office\Community, Culture and Wellbeing\002 Health Improvement\Projects\West Essex Inclusion Project\Booking Live\Christmas 2024\JPchristmasfootball.jpg | | | |
| **Funders logo required?** (include path to where saved on Z drive) |  | | | |

**Please complete at least 2 weeks before booking goes live.**

Document2

**Top Tips**

* There is no need to say booking is required on bookings live-this only needs to go on publicity.
* Avoid stating “everyone can do” something, instead you could say “Reasonable adjustments can be made to support any additional needs, please get in touch to discuss your requirements.”
* You can use hyperlinks to direct people to further information.
* You can use line breaks and bullet points in your text.
* Do **NOT** use ‘st’, ‘nd’, ‘rd’ or ‘th’ in the date (e.g. Monday 10 April).
* Pictures: Images are needed for bookings live not posters (minimal detail as it’s only a small icon)
* Try to use title case: Use capitals for all major words in the title e.g. “Disability Inclusion - Night at the Museum” (Do not capitalise in, the, with etc)