**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  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 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 1LFThe 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 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 capacityIf no, parent capacity?** | Yes / No / optionalYes / 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.**

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**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)