

MNA Inc

## Activity Request Form

This form must be completed and submitted to MNA Board 30 days before an event.

### Activity Summary

Please provide a summary of the activity planned in brief.

### Activity Description

Please provide details of the Activity and its purpose towards the goals of MNA and Subcommittee if relevant. Include the target audience and location details etc.

Date of Activity:

Start: \_\_\_ / \_\_\_ / \_\_\_    Finish : \_\_\_ / \_\_\_ / \_\_\_ .

Event start time: \_\_\_\_\_ am/pm

Event Finish time: \_\_\_\_\_pm/am

### **Organising Body**

Please provide details of the group organizing and responsible for the organizing of and running of event.

### **Participants**

Age of people attending: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Specific requirements of targeted participants:

**Location/Site of Activity**

Please provide details here or attached of the site to be used for the activity. Attach any documentation from the venue including the site's own public liability insurance certificate and risk assessment for the activities to be undertaken.

Place name: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency contact telephone number: \_\_\_\_\_

**Has a risk assessment been completed for the site?**

YES/NO

Please modify MNA Risk Assessment Template for this activity and attach.

**Cost**

The total cost of the activity: \$ \_\_\_\_\_

Please attach a costing sheet including fees to be charged to participants.

## **Leadership**

Organising group: \_\_\_\_\_

Group Coordinator: Name: \_\_\_\_\_

Contact details: \_\_\_\_\_

Event Coordinator: Name: \_\_\_\_\_

Event Coordinator: Name: \_\_\_\_\_

Coordiantor details: \_\_\_\_\_

Designated Activity Safety Officer: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Designated First Aid Office: \_\_\_\_\_

Contact number: \_\_\_\_\_

## **REVIEW & APPROVAL**

This Activity has been reviewed along with the Risk Assessment .

The Risk Assessment is approved by the Child Safety Officer:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

The Activity is approved to be run under MNA:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

