

# BT2: Group Leader Checklist



We look forward to welcoming you and your group to Bendrigg. We hope the following checklist will help with your preparations.

All forms and information sheets can be found on the 'Downloads' page of our website.

**It is vital that the following forms are completed and returned to us at least 4 weeks before the start of your course.**

**BT5 Medical & Consent form:** We need a completed form for **all** participants (inc. staff/carers) to enable us to make appropriate arrangements for any specific **needs and diets** within the group in preparation for your visit.

**Failure to return all forms in a timely manner may have an impact on the service we can provide.**

**BT6 Group Summary Sheet :** A summary of all the information from the Medical & Consent forms including a complete list of all participants and group leaders.

We would also like a room plan 1 week before your arrival.

## Additional Information

**BT3 Guidelines for group leaders:** Please read the 'Guidelines for group leaders' sheet carefully and ensure all visiting staff understand their role during your stay at Bendrigg.

**BT4 Guest information:** Please ensure all members of the group are given a copy of the Guest Information leaflet. It includes a 'what to bring' list and telephone numbers.

**We strongly recommend that visiting groups arrange appropriate travel insurance to include cancellation, personal accident and loss or damage to personal belongings.** Everyone coming to Bendrigg is covered by Public Liability Insurance for the duration of their stay however this does not include travelling to and from Bendrigg on arrival/departure days, cancellation and loss of deposit, personal accident not through our negligence and loss of baggage and personal effects.

If you have any queries about your course, please contact our Bookings Administrators. We look forward to seeing you soon and thank you for your help.

Bookings Administrator  
Email: [bookings@bendrigg.org.uk](mailto:bookings@bendrigg.org.uk)