

# Group Summary Sheet



It is important that we receive completed forms at least 4 weeks prior to arrival

<b>Name of group</b>	
<b>Dates of visit</b>	
<b>Group leader</b>	
<b>Estimated arrival time</b>	
<b>Arriving by</b>	<b>Bus/car/coach/speedboat</b>
<b>Contact number on arrival day</b>	
<b>Packed lunch required on departure?</b>	<b>Yes/No</b>
<b>Age range of participants (excl. staff)</b>	<b>U18:                      18+:</b>
<b>No. of hygiene bins required?</b>	

<b>Final Numbers</b>	Male	Female	Total
Total Participants			
Total Leaders			
No. of Part Time Wheelchair Users			
No. of Full Time Wheelchair Users			
- How many can transfer?			
- How many need hoisting?			
- How many use a power chair?			

<b>Menu</b>	<b>Numbers</b>
Details of specific diets, food allergies etc.	
Vegetarian	
Halal	
Dairy Free	
Liquidised/Blended	
Gluten Free	
Diabetic	
Vegan	
Allergies/other	

**Other important information**

## Group List

Please fill in the names of who will be in each sub-group (if applicable) and tick whether they are staff/carers/helpers **or** group members/students/clients. We would normally expect group numbers to not exceed 12 (including staff). Please do let us know if group sizes exceed this.

We also appreciate that groups and individuals may change but it gives us an idea and a starting point to work with.

### Group 1

	<u>NAME</u>	<u>Staff/Carer/Helper</u>	<u>Group Member/ Student/Client</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

### Group 2

	<u>NAME</u>	<u>Staff/Carer/Helper</u>	<u>Group Member/ Student/Client</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

### Group 3

	<u>NAME</u>	<u>Staff/Carer/Helper</u>	<u>Group Member/ Student/Client</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

### Group 4

	<u>NAME</u>	<u>Staff/Carer/Helper</u>	<u>Group Member/ Student/Client</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

### Group 5

	<u>NAME</u>	<u>Staff/Carer/Helper</u>	<u>Group Member/ Student/Client</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

