

# Step-by-Step Guide to organising your course at White Hall

## Step 1

Sign and return Group Booking Contract together with:  
5% Booking Fee for confirmed numbers  
Course Planning Form



## Step 2

**3 months prior to course** - Send 25% deposit

We will send a 'Draft Programme' around this time



## Step 3

**2 months prior to course** – Send to parents/guardians of under 18s  
and to course members of over 18s:

Parental Information – for course members to keep

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Consent Forms – to be completed by parents/guardians of under 18s  
and by course members of over 18s



## Step 4

**One month prior to course** – Complete and return the following:

Dietary Requirements form

Dormitory Plan

Group Information form

Confirmation of Parental Consent form

Provide Risk Assessments as per policies and procedures



## Step 5

**One week prior to course** - Send Student Information Leaflet to  
course members to keep for reference

Check all accompanying adults have read the **Information for  
Accompanying Adults**



## ON THE DAY OF YOUR COURSE

Please remember to bring the student consent and staff registration  
forms with you