



	Course Organiser's Step-by-Step Guide and Tick List	√
Step 1	Once you have submitted your online booking form:	
	Booking confirmation document will be sent to you via email.	
	White Hall will email an invoice for a 10% deposit.	
	Consider taking out additional insurance to cover cancellation, personal injury, loss, or damage not caused by neglect on the part of DCC or its employees.	
Step 2	Three months prior to course:	
	10% deposit due.	
	White Hall will share a draft activity program, let us know if you'd like to make any changes.	
Step 3	Two months prior to course:	
	Send the following to course members (this information must be sent to the participant's parent/carer if under 18):	
	Participant and Parent/Carer information for residentials.	
	Participant and parent/carer – Day Course Information for day courses.	
	Consent/Participant Details Form (for under 18s this must be completed by a parent/carer).	
Step 4	One month prior to course:	
	Update the Group Information List with all relevant information.	
	Return the completed Group Information List (this summarises essential information including medical, dietary, and additional needs). Please ensure you have read and understand the Group Information List Notes . This should be completed from information provided on the Consent/Participant Details Form.	
Step 5	Three weeks prior to course:	
	We will send you your allocated dormitories highlighted on a Dormitory Plan	
	Allocate your group members to dorms using the Dormitory List and return to White Hall at the latest of two weeks before the start of the course.	
Step 6	One week prior to course:	
	Check all accompanying adults have read: 'Information for Accompanying Adults'	
Step 7	On the Day:	
	Ensure all Consent/Participant Information Forms are correctly sorted into groups (this is essential in preventing a delayed start to activities).	
	Hand completed consent forms to White Hall course coordinator on arrival.	
	Enjoy your residential!	