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| **County/ Level requesting trainer(s)** | Click or tap here to enter text. |
| **Date of event(s)** | Click or tap here to enter text. |
| **Version number**  Insert 1 for the first time you issue the request, then 2 if sending an amended repeat request etc |  |
| **Location of the training** including post code & parking, availability of public transport/lifts from stations | Click or tap here to enter text. |
| **Type of training** i.e. county day / sectional training / new leaders’ day etc | Click or tap here to enter text. |
| **Proposed structure of the event**  i.e. start & finish times, session lengths/flexibility, access time for trainers | Click or tap here to enter text. |
| **Purpose of the training event** what does the county want to achieve as a result of volunteers attending? | Click or tap here to enter text. |
| **Who is your target audience? c**ommissioners, advisers, mentors, leaders, unit helpers, young leaders? | Click or tap here to enter text. |
| **Contact name** | Click or tap here to enter text. |
| **Contact email** | Click or tap here to enter text. |
| **Support available for trainers** e.g. budget available, travelling expenses & rate, meals provided | Click or tap here to enter text. |
| **Facilities available** e.g. **t**ype of training room, availability of Wifi, loan of equipment, outdoor space | Click or tap here to enter text. |
| **Session(s) required:** including overall aim of the session, type of participants, timing of session & whether there is flexibility in length: | |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
| **Any other useful information?** | Click or tap here to enter text. |
| **Reply by date** | Click or tap here to enter text. |