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|  | **The Salvation Army**  **United Kingdom Territory with the Republic of Ireland**  **Coronavirus task force response document**  **Coronavirus Pandemic Event Decision Sheet** | Issued:  Review by: Assistant Chief Secretary |

**Event Name:**

**Date:**

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| **Points to consider** | **Response** |
| **Key dates**   1. Cancellation policy (when does balance become due/ when can deposit be recovered etc) 2. When will travel to event begin for delegates 3. Is there insurance in place to cover costs? 4. Method of refund? |  |
| **What is the purpose of the event?**  Is it essential?  Can it be postponed? |  |
| **What will be lost if this doesn’t go ahead?** |  |
| **Could the number of delegates be reduced?** |  |
| **Are any external speakers/performers scheduled to attend?** |  |
| **How many people are involved?** |  |
| **Where will they come from?**  Local to the venue?  International? |  |
| **What is the corona virus ‘risk profile’ of attendees?**  Age ranges  Underlying health issues? |  |
| **What is the format of the event?**  (small group discussions/ lectures / workshops)  **How much social interaction will there be?**  Can social distancing be used to reduce effects? |  |
| **How will people travel to the event?**  (e.g. Fly / train/ bus / private car)  **How many will use each form of transport?** |  |
| **Do we have enough staff to cover the event?**  **(staff sickness etc)** |  |
| **Are there alternative methods of hosting this meeting?**  (e.g. Lifesize / conference call etc)  **What other methods would be possible?**  **What equipment / resource would be needed?** |  |
| **Could the event be held at a later date?**  Will this have any knock on impacts to other activities or meetings?  When would be a suitable date to reschedule? |  |
| **Final decision and justification.** |  |
| Date: |  |

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| Leadership Decision: |  |
| Date: |  |

Sign off:

**Service event reviews should be approved by the relevant Service Head.**

**Reviews of divisional events should be approved by Divisional Leaders.**