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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 rangesUnderlying 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.**