



# Hosting a SAS event?

## What we'd like you to know.



Delegates and the trainer expect to be able to park relatively close by. The trainer may well be carrying kit. Please alert us if you foresee any problems.



Delegates and the trainer expect the setting's staff - especially the office / reception - to be expecting them. Have they been told? It is good practise to keep your own register of visitors in addition to any the trainer keeps.



Delegates and the trainer expect the setting to have sufficient space for all. Do you know how many to expect?



Delegates and the trainer expect the setting to be equipped with a projector and screen. SAS has a projector and screen (loud speakers and extension cable) if you need them. Please ask in plenty of time.



Delegates and the trainer expect the setting to be training space to be undisturbed for the duration of the training. If, for example, hall space is needed for lunch & set up we could be flexible over the start and end times. Please ask.



Delegates and the trainer may well be expecting a break time similarly structured around the school day (mid-morning, lunch and afternoon break). If you are not able/willing to stretch your own refreshments, ask in plenty of time and these can be provided.

# Thank You

So much for your help!

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