



## bookings checklist for SPEC Centre and The Loft

This check list is intended to help reassure you that your booking is on schedule. It is not a complete check-list of all the preparations that should be made by groups visiting SPEC Centre or The Loft.

<b>Initial enquiry</b>	<b>When due</b>	<b>Tick complete</b>
1. Have you indicated which dates you would like from those offered?	As soon as possible after enquiry	
2. Have you received a booking form?	Within two weeks of 1 above	
3. Have you returned your booking form with the correct deposit?	Within 3 weeks of making a provisional booking	
4. If your programme is residential in The Loft, have you included numbers of boys and girls (even an estimate is better than nothing at this stage).	When making booking	
5. Have you, if necessary, discussed the content of your programme with your programme leader or Loft/SPEC Centre director?		
6. Have you received a copy of your programme?	At least two weeks in advance	
7. Have you informed us of any special dietary requirements?	Up to two weeks before arrival	
8. Have you informed us of any special educational needs that you think we need to be made aware of?	Up to two weeks before arrival	
9. Have you informed us of your final numbers?	Up to two weeks before arrival	
10. If coming on a residential programme, have you completed a room allocation sheet? (For SPEC Centre it is worth checking with your programme leader which accommodation spaces will be available to you.	Before arrival	
11. Have you made arrangements to pay your balance?		