**Appendix 6- Event Participant List**

**Name of Event Organiser Date of Event**

Use this table to record details of all organisations involved with the event e.g. caterers, charity stallholders, inflatables providers, fairground operators, or equipment hire companies.Ensure that you keep it up to date so that you can easily track when you have received all the required paperwork. An example of how it could be filled out is given below, however you may wish to adapt the table according to your specific needs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organisation** | **Activity** | **Contacted** | **Public Liability Insurance** | **Risk Assessment** | **Note any further details** **e.g. additional paperwork required** |
| **Best Burgers** | **Catering van** | **Yes- confirmed attending** | **Yes** | **No- will send by 30/4** | **Food Hygiene certificate to be sent with risk assessment** |
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