

Checklist to help you organise a Hopmog event Nov 2023

All events now have to comply with the MSCC Safeguarding Code of Conduct. [Click here to download a copy](#)
Please ensure you have read and understood the code

Members will need to know the following:

Date of event and deadline for bookings

Name of the event organiser and who to contact to say you are coming or for further details:

e.g. organiser's name, phone number or email address

Details of the place to be visited:

Name, address and website, if it has one

Description or brief history of place to be visited

If there is a guided tour, state the time the tour will start.

If there is a limit on the number of members who can attend, explain that bookings will be dealt with on a first-come, first-served basis and it will not be possible to turn up on the day without prior booking.

Please ask members to either e-mail or telephone the event organiser to confirm that their booking form and cheque have been posted – *this will cover any delays in the postal service.*

Always acknowledge receipt of bookings and payment by email.

NB For reasons of data security, when emailing a group of club members, please use Blind Copy (bcc). After the event has finished please ensure you delete all members details from your records. We have also completed a recommended booking form which restricts data collection to the minimum necessary to run the event.

Parking - Explain where we will park our cars

Cost – Say if the price is per person or per car, pay on the day or in advance?

If payment is in advance, give the address to send cheques and state the date cheques are going to be banked., typically this would be a week before the event. *Cheques should always be made payable to Morgan Sports Car Club - S E Centre, unless otherwise arranged, and not the organiser.* The organiser should keep a record of payments received from members and must acknowledge receipt of such payments. This can normally be done by email. Where the event is pay on the day then consider making bookings via our on-line booking process. Alan Patterson our webmaster – can advise on this.

Payment to the event company – Ideally participants should pay the site direct but with most of our events this is not feasible. Payment is therefore normally by BACS or cheque to the site by the treasurer. If, however, they do not accept payment by cheque or BACS then the organiser, if he or she is willing, can pay by credit card and seek reimbursement from our Treasurer. Alternatively, our Treasurer can make payment using his personal credit card and then be reimbursed from the Hopmog bank account.

Arrival - Give a time to meet up *e.g. We plan to meet at 11am for coffee, then take a guided tour at 12*

Say if tea or coffee is available on arrival and is included in the event price or paid for separately

Give details of the facilities provided:

e.g. There is a licensed tea-room, gift shop etc. What are the arrangements for disabled visitors? State if venue is dog-friendly

Give details of how to get there:

Postcode for Sat Nav users and nearest road *e.g. postcode RH7 6NL - Apx 3 miles NE of East Grinstead off the A246*

Make a note of the tour members MSCC membership numbers and their mobile numbers for use in an emergency. Put the group leader's mobile number on the joining instructions and to help newer members, list the names of the people in the group. If the event is outside the HopMog area make a courtesy call to advise the local Centre Secretary of our plans.

Ask someone in advance to take photos and write a brief report of the visit for HopMog Review but ensure members are aware of this and can opt out on the day if they so wish. Send the details to our Events Coordinator who will publish them. Please use Word in .doc, NOT docx or PDF format, for any booking form that has to be completed and returned. It is NOT necessary to format the description and brief history, just supply the wording. We aim to publish details of the event on the website immediately, in Review and Miscellany at least 2 months before it is due to take place and in the monthly centre secretary update. Miscellany print deadline is the 7th of preceding month. Review is normally published on the second Tuesday of Jan, Mar, May, July, Sep & Nov. It will also be published on the Hopmog Closed Group Facebook page

Public liability Insurance: Some venues, particularly public events like car shows, etc, require sight of the MSCC Public Liability Insurance Certificate. A copy can be obtained from the Events Co-ordinator

Flags: Please contact the Events Co-ordinator if you would like to display our flags at the event site.

We have 4 feather flags that promote Hopmog

Site Visit: A visit should be made prior to the date of the event to carry out a risk assessment and ensure that everything is still in place. A brief note should be made of any risks identified and the measures taken to minimise risk to our members and the public. Contact our Centre Secretary for guidance. Finally, check for road closures before the group sets out.

Our Events Co-ordinator is here to help you to plan the event and ensure the following people will be kept up to date with the arrangements or any changes:

Events Coordinator – Mile Wilson. Email: events@hopmog.com

HopMog Review - Les & Maggie Cornish. email: review@hopmog.com

Website – Tim Crump. email: webmaster@hopmog.com

Miscellany Centre notes - Steve Langston. Email: centre.sec@hopmog.com

Treasurer –Bob Blair. Email: treasurer@hopmog.com