**TRIPS & OVERNIGHT ACCOMMODATION DETAILS**

This form is required by all clubs and societies who are going on a trip or staying overnight at a location other than for usual projects or activities. Please complete the details below and email to [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk) along with a completed risk assessment.

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| --- | --- |
| **Club/Society Name:** |  |
| **Project/Event Title:** |  |
| **Trip leader Name & Contact** |  |
| **Date of Trip:** | **From: To:** |
| **Method of transport & details** |  |
| **Name(s) of First Aider(s):** |  |
| **Accommodation details:** |  |
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| **Itinerary Details:** |  |
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| **Attendee Name** | **Contact Number** | **Any Medical/ Dietary Conditions** | **Passport & Visa Required?** | **Emergency Contact Name and telephone** |
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