

Hosting WASACRE Preparation Check List for Local Authorities

Action Required	By Whom	Action / Progress	Complete
Decide upon and advise WASACRE Secretary of date of meeting (NB NAPfRE meets the day before so therefore do not book WASACRE for a Monday)	GV	Friday 3 rd March 2017 County Hall, Usk	√
Book venue for meeting Average of approximately 40 delegates attend 10a.m. for 10.30a.m. – 3p.m.	RW	Booked Council Chamber from 9am to 5pm	√
Arrange IT equipment as required: usually data projector, sound facility. WiFi access if possible	RW	The Council Chamber is fully equipped. WiFi access is also available. The WASACRE Conference may be live streamed, if required.	√
Book and fund live translation facility	RW	Alan Burkitt, MCC Welsh Language Officer, has arranged for a live translator to be available for the WASACRE Conference. To be funded via the CYP Directorate's budget.	√
Provide to WASACRE Secretary map of venue / directions / car parking facilities / public transport options.	RW	Details have been provided to the WASACRE Secretary via links to the MCC website.	√
Arrange and fund refreshments and lunch: Tea / coffee / biscuits or pastries on arrival at 10am Buffet lunch with drinks approx 12.30p.m. (NB provide vegetarian options clearly labelled and some Gluten Free choices) Water in meeting room	RW	Lunch, tea, coffee and biscuits to be provided for the WASACRE Conference on the 3 rd March catering for 35 people, with a good selection of vegetarian and gluten free options available. The CYP Directorate will pay for the lunch / refreshments etc. via its departmental budget.	√

