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| 177-179 Burton Road  Manchester  M20 2BB |  | Tel 0161 445 6111  becky@thebmc.co.uk |

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| BMC Event Feedback and Name List Please email your completed form to Becky McGovern at the BMC [becky@thebmc.co.uk](mailto:becky@thebmc.co.uk) To be covered by BMC insurance as a BMC Event this procedure must be adhered to |

**Insert event name & date:**

|  |
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| **Incidents Report** |
| **Were there any incidents or near misses to report (please circle one)?** Yes or No  If yes, please refer to the [BMC Emergency Procedures](https://www.thebmc.co.uk/media/files/Events/BMC%20Emergency%20Procedures.doc) document and fill in the BMC Incident, Accident and Near Miss form  BMC Emergency Procedures can be found on this [webpage](https://www.thebmc.co.uk/organising-bmc-events), scroll to the “appendices” section. This document contains the Near Miss form. |

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| **Evaluation of Event** | |
| What went well  What didn’t go so well |  |

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| --- | --- |
| **Suggestions & improvements** | |
| Suggestions how the event can be improved |  |

**Please turn over**

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| **Event Name List** |

Please list all the people who were at the event, include everyone,

the participants and the event staff/volunteers

**PARTICIPANT NAME LIST**

|  |  |
| --- | --- |
| **Participant names (add extra rows as needed)** | **Age if under 18** |
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**EVENT STAFF/VOLUNTEER NAME LIST**

|  |  |
| --- | --- |
| **Event staff/volunteer names (add extra rows as needed)** | **Age if under 18** |
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