



EVENTS ATTENDANCE RECORD

DATE: _____

EVENT: Coffee Morning

VENUE: _____

* **Notes:** Please note that monies collected at coffee mornings (€1.50 for members, €2⁵⁰ for non-members) go towards branch expenses and not to the host.

NAME	ADDRESS	PHONE	EMAIL	NAMES & AGES OF ACCOMPANYING CHILDREN	AMOUNT PAID
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					€
				TOTAL	€

THE CO-ORDINATOR / HOST IS RESPONSIBLE FOR ENSURING THAT:

- every person attending this event is signed in (parents sign in children)
- any accident which occurs is documented on an Accident Report Form
- all monies collected are accounted for
- this Attendance Sheet is forwarded to Branch Secretary as soon as possible

I, THE CO-ORDINATOR / HOST, CONFIRM THAT:

This Event Attendance Sheet accurately records the attendance at this event. No accident occurred at this event.

or

An accident occurred as per the attached Accident Report Form

Signed _____