



County Platinum Jubilee Beacon Lighting Event



A fun filled sleepover event to mark this very special occasion.
We have been selected as an Official Beacon Host.



Thursday 2nd June
(Staggered start from 5.30pm-6.30pm)
Until
Friday 3rd June
(Staggered end from 8.30-9.30am)



Location: Sacred Heart RC Primary School and The Hub, Central Drive, Westhoughton, Bolton.

Open to all sections
No licence required

£15 each

including, all activities, supper, breakfast and a special event badge and goodies and storage bag.

During the event everyone will take part in a variety of activities; outdoor activities, sports, crafts, inflatables, campfire and beacon lighting. There will live entertainment too.

Please see next page for further details

County Platinum Jubilee Beacon Lighting Event Details:

- This is a County wide event for all members. Numbers are limited to 450 due to the venue size.
- Groups can book as many places as needed on a first come first served basis.
- Girlguiding ratios must be adhered to:
 - Rainbows 1:5, Brownies 1:8, Guides 1:12, Rangers not specific ratio
 - Young Leaders do not count in ratios as either a child or an adult
- No licence is required for this event. On booking you will be asked if you do hold a GAW licence to support admin.
- Sleeping arrangements: All participants will sleep on a floor within either the school or the Hub. The Hub is located a minutes walk from the school. Rainbows will sleep in a separate space to others to allow for a quieter environment. If leaders require the use of an airbed/campbed you will need to provide your own, but please let us know if you intend to bring one on your booking to help with space allocation.
- Night security: There will be a volunteer team at both locations.
- Equipment: All participants will be provided with a large bag which will hold everything they bring. These bags must be collected from our County shop during shop opening times. Bury South groups will collect from a location in Bury South.
- Kit List: Sleeping bag, small pillow, small sleeping mat (no airbeds), pjs, change of underwear and socks, toothbrush and toothpaste, baby wipes (small pack), teddy, waterproof jacket.
- Uniform: This is a uniformed event. Uniform should be named.
- Additional needs: On booking you will be prompted to let us know about any additional needs so we can make sure we make the event accessible to all. If we require further information and advise we will contact you.
- Food and drink: Participants will be provided with supper and breakfast. We ask that everyone brings a refillable water bottle and stations of cordial and water will be available at all times. This is to reduce plastic waste. **NO OTHER FOOD SHOULD BE BROUGHT TO THE EVENT TO ENSURE WE DO NOT COMPROMISE ANYONE WITH ALLERGIES.**
- Volunteer café: There will be volunteer café where adults can get a hot drink and a biscuit throughout the event. Adults must bring a lidded, unbreakable travel mug.
- Dietary requirements: On booking you will be prompted to let us know about any dietary requirements so we can ensure everyone is catered for.
- Photo consent: We will be taking photos at the event to be used for Girlguiding purposes on social media, our website and county publications (no names will be shared), if anyone in your unit does not have consent, please inform volunteers at the event.
- Volunteer team: there will be a volunteer team available to help during the event. They will wear high vis jackets to be recognisable.
- Wristbands: All young members should wear a wristband with their leaders mobile numbers on in case they become separated from their leader. These will be provided.
- Phone charging: This will be available to adult volunteers only, you will need to bring your own charger.
- Mobile phones: We highly discourage young members from bringing mobile phones to the event.
- Property: we take no responsibility for any property brought to the event.

- First aid: Units will be responsible for their own first aid and must bring their own first aid kit and have at least one leader with a first response qualification. There will also be an event first aid team for major incidents.
- Arrival and departure information: After booking you will be assigned a drop off and collection venue and time. Parents can drop off and collect. Leaders must arrive 15 mins before girls to ensure girls can just be dropped off and parents leave immediately to avoid congestion. There is enough car park space at both venues for drop offs only, parents will not be allowed in the venue.
- Volunteer carparking: Volunteers will be limited to one car per unit and will be parked on a car park at one of the locations. You will be informed which venue after booking.
- Paperwork: After booking you will receive - A risk assessment (you will only need to add anything specific for your unit), a partially completed REN form (with advise how to complete and who to sent it to), a partially completed consent form, a partially completed health form, a kit list, drop off and pick up times and arrangements.
- There will be a leaders zoom meeting prior to the event, where will share more information and answer any of your questions. You will be sent the zoom link after booking.
- Question: If you have any questions, please email Rebekah bookworm8920@gmail.com

Booking system:

Booking will be made through our County website, full payment must be paid online at time of booking.

<https://girlguidinglancsborder.org/>

The booking form sits behind the members area of the website to ensure GDPR can be secured (If you do not have a login for this, click on the members login button on the top right and choose register, you will be sent a login within 24hours.)

Once in the members area, navigate to events in the menu on the left hand side. Complete the booking form.

Please add your total number of both young members and adults to your basket. You will be asked for further details at the checkout.

Bookings will go live on Monday 18th April 2022

Bookings will close Sunday 15th May 2022

Any issues with the booking system please contact: web@girlguidinglancsborder.org