



### External Room Hire/Guest Speaker Checklist

Name of Employee Taking Booking Request	
Employee's Line Manager	
Title of Meeting	
Date of Meeting	
Time of Meeting	
Name of Guest Speaker (if relevant)	
Room Number	
Site Location	

Name & Address of organisation requesting booking

Aim of the Meeting

Have due diligence checks been completed	(Y/N)
Resources used to complete checks	
Has promotional material been produced	(Y/N)
Has Promotional material been seen	(Y/N)
Have any concerns been identified	(Y/N)
Have any concerns been raised, if so to whom	(Y/N)

**If any concerns are raised please inform your Line Manager & detail them on a separate sheet & attach to this form**

Is event approved to proceed	
Name of approving Manager	
Job Title	
Date of approval	

Signed:

Print:

In partnership with

