

## Checklist for Friends/Community Events and Activities

Feb 24

- Speak to your Library Development Officer (LDO) as early as possible regarding ideas and potential community or other project links. (See over page for LDO areas of responsibility)
- Speak to your Library Supervisor as early as possible regarding availability for your planned date and time and the logistics of running the event. Who will open and close the library? How long is required for set up and take down? What equipment is required, etc?
- Complete booking form **at least 1 month** before the event and send to Supervisor (and any other relevant agreed partners) and [librarybooking@bristol.gov.uk](mailto:librarybooking@bristol.gov.uk)
- Complete a Risk Assessment and send with booking form or show to supervisor **no later than two weeks before the event.**
- Provide copy of PLI (minimum of £5mil) when sending booking form or show to supervisor **no later than two weeks before the event.**
- Ensure individuals hosting the event are DBS checked if required.
- Ensure Friends hosting event have received building induction regarding opening and closing the library, the location of key, alarm codes and know what to do and who to contact in emergency.
- Create Tickets on Eventbrite or similar and/or provide tickets or sign-up sheet if required to library staff.
- Create posters and promotional content.
- Send posters to Library for display or display on your Friends noticeboard.
- Send promotional copy for Library social media to [library.ideas@bristol.gov.uk](mailto:library.ideas@bristol.gov.uk)
- Send promotional copy for Library Newsletter to Katharine by 26th of month before event/activity to take place
- Confirm the event is still taking place the week before event/activity to happen with Supervisor.

**Please note – we cannot accommodate last minute bookings. Enquiries and bookings not completed two weeks before an event cannot be accepted.**

## **Library Development Officers**

### **Paul Walker (LDO North)**

Email: [paul.walker@bristol.gov.uk](mailto:paul.walker@bristol.gov.uk)

Tel: 07920536936

Covering:

Avonmouth:

Bishopston

Central

Clifton

Henbury

Henleaze

Horfield

Lockleaze

Redland

Sea Mills

Shirehampton

Southmead

Westbury

### **Charlie Miles (LDO South)**

Email: [Charles.miles@bristol.gov.uk](mailto:Charles.miles@bristol.gov.uk)

Tel: 07391863947

Covering:

Bedminster & Marksbury Road

Bishopsworth

Filwood

Fishponds

Hartcliffe

Hillfields

J3

Knowle

St George

St Pauls

Stockwood

Whitchurch

Wick Road