

**Agenda for first night meeting** (suggest you use this check-list as it is easy to forget things if you've just arrived/had a long journey)

**Round the room introductions** - name and where from - (unless it is obvious that everyone already knows each other).

**Covid- tests** all done?

**Domestic arrangements** - agree room allocation, any specifics for use of communal space, key code/key hiding place, arrangements for b'fast/lunch - say what is available, agree to put things out in separate areas/on a table first thing each morning, agree a time for dinner each day

**Route cards/Safety cards** Reminders on the importance of these; (experience and speed of group, people know what they are signing up to, time of return etc). Noone should go out without leaving detail of where they are going. (Should explain in more detail to any newcomers after main meeting how to fill in the form etc), suggest size of group etc - more important in winter but always relevant

**Safety and Hygiene** - we have guidance sheets for trips and you must read these. Copies should have been shared in advance with the group by email and are provided here (at the meeting). They have been produced to remind us all of best practice and reduce risk

**Any plans for the trip**

- chance to say what your interests/aims are

Mention that there will be a short /meeting 'after dinner each evening to suggest ideas for following day, and raise any issues that may arise

**Emergency contact details** - check that those on the booking forms are all still correct, and exchange nos with others in group

**Trip report** - what to do about this/does anyone volunteer and/or want to keep a brief diary to make this easier afterwards?

**Anything else anyone wants to say**