

GVS Hosts Checklist

Task	Done?
Public liability insurance cover for site?	
Site risk assessment completed?	
Agreed date & times with visiting group's leader?	
Confirmed accessibility requirements (e.g. wheelchair access)?	
Agreed provision of refreshments and/or lunch (costs to be arranged independently of GVS funding)?	
Prepared tour and/or activity plans?	
Displayed Permaculture Association information & joining leaflets?	
Host visit?	
Complete Monitoring & Evaluation forms?	
Prepare invoice for Permaculture Association?	
Send completed monitoring & evaluation form & invoice to Permaculture Association?	