

OPEN MEETING CHECK LIST

Bracknell Forest u3a (BFu3a)	Charity number: 1153789
Policy date: August 2025	Review date: August 2027

Purpose

To assist in the smooth running of Open Meetings at Bracknell Rugby Club (BRC), especially in the absence of a key BFu3a member.

Check List:

ACTION	PERSON RESPONSIBLE	CONTACT/MEANS OF CHECKING
Has the room been booked, with chairs to be set out and refreshments provided by BRC together with the urn?	Admin Secretary	Louise Ward Club House Manager Clubhousemanager @bracknellrugbyclub.com
Additional chairs are in the cupboard on the top left hand side.	Ask member of staff for assistance	
Have Refreshments been provided – tea/coffee, milk in jugs, sugar, biscuits plus urn on and utensils/cups	Volunteers. Ask member of staff.	
Have the slides been produced and checked and is the zoom system working in the hall and with the Zoom Handler?	Web Master and Zoom Handler	
Has sound system been put out and is it in working order?	Web Master Ask member of staff for assistance.	
Has the speaker arrived and been greeted. Have any requirements been met?	Speaker Secretary	
Have the volunteers been contacted and allocated tasks? Have Hi-viz jackets been provided by the Vice-Chair to Parking and Fire wardens?	Vice-Chair	
Tasks required: Parking/Meet and Greet. (door by slope and request that members check-in). Refreshments. Refreshment safety. Fire Wardens. First Aid response.	Vice-Chair	

New Members Table. Lost Sheep. Help with tables – committee/anyone. 1 table by main door for sign in and one for New Members. New Members Secretary to provide Signs for table.	New Members' Secretary	
Register of Members to be available for checking at the main door. Visitor, Gift Aid and Membership Forms to be available.	Members Secretary/Volunteer plus 1	
Committee member/volunteer to meet and greet once checked-in and introduce new members to New Members Secretary/Vice-Chair.	Committee or Volunteer	
Provide assistance to anyone seeking help with mobility/disability access. Try to keep front row free for members who need help with vision or hearing difficulties.	Accessibility Officer, Committee or Volunteer	
Announcement at the beginning of the talk from Chair to include Fire Evacuation, Toilets and Refreshments which will be available AFTER the speaker has been thanked, plus location of New Members table. Welcome speaker and pass on to Speakers Secretary. Check that zoom is working etc. and how to ask questions on zoom.	Chair and Speakers Secretary. Plus Web Master/zoom handler	
At end of talk and questions thank speaker and invite members to join in for refreshments. Advise of what time to vacate the premises.	Chair Committee to help	
Committee/volunteers to ensure no member is left looking uncertain/lost.	Any Committee member. Lost Sheep volunteers.	
Clear up the room of BFu3a materials, giving New Members Secretary the Visitor sheets, Members Secretary any Membership Forms and Gift Aid Forms to Treasurer.		