**Forum start up Template**

Copy and paste the information you have recorded throughout the toolkit into this template, so you have all the relevant information in one simple reference document.

Support: Network contacts and keys skills

Forum purpose/aims

Organisational structure: chosen structure / outstanding registration actions

Finances: Bank a/c details, signatories etc

Funding: Initial fundraising ideas

Promotions: Social media details, web address, mailout etc

Venue: Options / or confirmed venue details

Policies: Options / or confirmed venue details

Insurance details (If applicable)

Safeguarding: Safeguarding Board contact info / safeguarding lead if applicable