

## VENUE CHECKLIST

**u3a** learn,  
laugh,  
live  
**Arnold**

Group leader/admin to have sight of and adhere to  
before each meeting at a regular venue

Venue: ARNOLD COMMUNITY CENTRE

Interest Group: DRAMA (Rehearsals)

Group Leader/Admin.: DENISE SWAIN

Please:

- \* Take a register of attendees at every meeting.
- \* Do a visual check for any unusual hazards and take appropriate action.
- \* Check doors to the room are working.
- \* Enter today's meeting in the Venue's record book or form.