



Group Secretary
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Event Enquiry Form

This form is meant for the guidance of groups wishing to book East Suffolk RAYNET for a community event. It outlines the information that is necessary, and useful to us, in planning the event and having the resources available. This will make the event both successful for the organizers and pleasurable for us to participate in.

Firstly, what can East Suffolk RAYNET do to assist: –

- a. Provide voice radio communications for your event over short, medium and longer distances by deploying a Mobile Control Unit, Repeaters, experienced radio operators, portable masts, and a controlled radio net as required. This will be totally independent of mobile phone coverage and other external equipment.
- b. Provide data communications for passing large amounts of information independent of voice traffic to control; also, tracking and plotting mobiles at control using data trackers.
- c. Provide PMR hire radios and Repeaters to cover events so that your own volunteers and marshals can use radios to communicate between themselves.
- d. Provide a mix of all of the above to provide the best coverage for the event using our experience to set up and control the radio nets as required.

The above is only a brief outline of what can be done please contact us to discuss your requirements if you think we can help.

Secondly, what we can't do to assist: –

East Suffolk RAYNET, for insurance reasons, cannot act as independent marshals, direct traffic or park cars at your event. However, we can be on hand to help your own volunteers and marshals to get the correct assistance with reliable communications.

To provide this assistance we ask for a donation to help with our running costs and expenses. This donation is based on the scope of the event and the resources and equipment that are

deployed to cover the event effectively. The level of the donation will be agreed after we have the information from the attached form.

Name of Event

Type of Event

Date and time

Name of Organising Group

Name of Organiser contact

Contact details of above Email

Phone

Location of start/finish

Timings of start/finish

Number, location and timings of checkpoints. Please attach a map of the course.

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First aid cover (Red Cross, St John Ambulance, Other or None required)

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If first aid cover is attending, what is the preferred method of communicating with them (their own radios or PMR hire from us or other)?

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Do you require PMR radios for your marshals? Yes /No. If yes how many

Will they need to cover the whole event? Yes/No. If no which parts (i.e. start/finish)

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Additional useful information

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Please try and complete this enquiry form as fully as possible so that we can fully understand your requirements and support your event to the best of our ability if you are unsure of some answers please contact us for assistance.