

Please provide the required information by completing the fillable form and returning it to the BCFSC.

If you are uncertain of the group size, indicate a range of numbers (ie – 6, 8, 10, 12, etc) and we will provide multiple quotes. Once a quote is accepted, we confirm the date(s) and book the instructor. Prior to the training date, course materials will be shipped – possibly directly to the contact person indicated on the form on page 2.

An invoice that reflects the agreed upon number of participants will be issued following course delivery.

NOTE: There are some specific requirements to meet to deliver training in a proper environment that maximizes the benefit to participants. Please review the following checklist to confirm that your intended venue can meet our training delivery needs:

Room Set-Up:

Tables / Chairs

During COVID-19 prevention measures, it is the responsibility of the host venue to comply with any relevant and applicable Provincial Health Office (PHO) orders. Seating arrangements must ensure proper distancing is maintained. Chairs should be comfortable. Make sure there's plenty of elbow room for each participant!

Audio/Video requirements: BCFSC training courses include PowerPoint and video elements

- Internet connection – Wi-Fi available?
- White screen. If no screen is available, must have a clean, neutral (white) wall surface OR large screen monitor with connecting cables for laptop/projector use.
- Please provide a chair and small table for the instructor's projector & laptop computer/speakers.

Other Important Details:

- **Flip chart easels/pads & pens:** Two preferred, but minimum of one. If not available, please advise BCFSC so arrangements can be made for the instructor to bring these items.
- **Venue (classroom) comfort and sanitary:** Is the venue adequately lit and ventilated? Heated and/or air-conditioned? Is there enough space for participants to be properly distanced while seated? Sanitary measures in place?
- **Catering:** Will it be provided for participants and the instructor? If not, indicate on the form so instructor can arrange to provide their own lunch. If providing catering, follow PHO guidelines. Be mindful of avoiding shared items / servings, buffets, etc.
- **Session coordinator:** To ensure participants are aware of relevant details, please have someone on-site prior to the start of the session – to allow the instructor a smooth start to the day. This “session coordinator” should also communicate with participants prior to the session date, to ensure they are aware of the start time, location, etc.

COVID-19 PREVENTION:

Please ensure compliance with current provincial and regional orders from the Provincial Health Officer or Regional Health Authorities (eg. masks and Proof of Vaccination). These orders must be met to allow BCFSC training at your location of choice.

By ensuring the necessary arrangements are in place, all who attend BCFSC training will safely derive maximum benefit and enjoyment. If you have any questions regarding the suitability of your venue, please feel free to ask.

Thank you,

BC Forest Safety Council Training Department
420 Albert Street, Nanaimo, BC V9R 2V7
Toll free: 1-877-741-1060
Email: training@bcforestsafe.org



Thank you for your interest in hosting BC Forest Safety Council training within your company's operations. For requested sessions ("in house") we will prepare quotes for your consideration, based on the information you provide below.

- Sufficient notice is required to ensure instructor availability and adequate prep time
- If a quote is accepted, all-in cost (and invoice) shall be based on indicated group size

Provide full details in all sections below then send completed form to: training@bcforestsafe.org (or by fax)

1) General Information:

Name of company / organization:

Indicate training course(s) you would like to host:

Is the group of participants from harvesting or manufacturing?

Please provide details:

(ie – silviculture, mill type, logging)

Do you have specific dates or preferred time lines in mind?

Preferred session start time (standard is 8:00 a.m. but is flexible to best meet your group's needs):

What is the anticipated number of participants?

(quote is based on this number; if uncertain of the group size, indicate a range of numbers – ie: 6, 8, 10, 12)

Does your facility meet the room set-up requirements listed on page 1?	Yes	No
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Is catering provided for the participants and the instructor?	Yes	No
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Location of Training (physical location, specific name of venue):

Name and cell number of person who will be on-site to provide access to the training room a minimum of 45 minutes prior to the session start time. This person shall also be considered the session "coordinator" for the participants:

2) Contact details of person whom training materials and invoice can be sent to:

Name:	Email:
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Main Phone:	Cell Phone:
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Mailing Address (we ship via Canada Post Xpress Post):
