



Please provide the required information by completing the fillable form on page 3 and returning it to 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 you indicated on the form.

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

***Include 2 or 3 photographs of your intended meeting space to confirm its suitability.**

Room Set-Up:

Tables / Chairs

- Preferred arrangement: Classroom (rectangular) tables (with 2 people per table) works best
- Second option: Round tables with no more than 3 people per table (2 if smaller table)
- Least preferred option: U-shape (only when necessary – expand spacing between chairs)
- Chairs should be comfortable (padded is best – if available)

Projection / Video - 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.
- Chair and small table for instructor and equipment (projector & laptop computer).

Other Relevant Details:

- **Flipchart easels/pads & pens:** Two flipcharts preferred, but minimum of one. Include sufficient marker pens. If not available, please advise BCFSC so arrangements can be made for the instructor to bring these items.
- **Venue conditions and participant comfort:** Is there adequate / suitable lighting? Heated and/or air-conditioned (seasonal considerations)? Adequate spacing is important. Depending on the course type, is there enough space in the room for break-out group activities? (*See Communicable Disease Prevention information as applicable*)
- **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.
- **Session coordinator:** Please have someone on-site prior to the start of the session – to provide access for the instructor and allow for a smooth start to the day as participants arrive. This “session coordinator” should also communicate with participants prior to the session date, to ensure they are aware of the start time, location, etc.

Communicable Disease Prevention

Please review the documents, “*Notice to Participants Regarding Training Activities*” and “*Resumption of Classroom Training – for venues and caterers*”.

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
Unit 8C – 2220 Bowen Road, Nanaimo, BC V9S 1H9
Toll free: 1-877-741-1060
Email: training@bcforestsafe.org

IMPORTANT: Cancellation Policy for Training Scheduled by Request

We offer the following terms if unanticipated cancellation by the host group occurs, and written notice is given to BCFSC:

- a) prior to 14 calendar days - no cancellation fees will apply
- b) prior to the trainer commencing travel but less than 14 calendar days notice - \$250 cancellation fee will apply
- c) once the trainer is enroute - full payment will apply

When training has been delivered, the invoice issued will be based on the accepted quote.



Thank you for your interest in hosting BC Forest Safety Council training courses at your company's location.
We can prepare quotes for your consideration, based on the information you provide below.

Important Notes:

- Sufficient advance notice is required to ensure instructor availability, and to provide adequate prep time
- If a quote is accepted, the all-in cost (and invoice) shall be based on indicated group size
- If a scheduled course is cancelled by the host group less than 14 days prior to the course date, BCFSC policy is to charge a \$250 short-notice cancellation fee per each cancelled course. Once the trainer is en route, full payment will apply.

Provide full details in all sections below then send completed form to: training@bcforestsafesafe.org

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

Is catering provided for the participants and the instructor? Yes No

Location of Training Venue (street or mailing address, other details): _____

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: _____

Main Phone: _____ | Cell Phone: _____

Mailing Address (we ship via Canada Post Xpress Post): _____