**Example Final Event Information Pack for Schools**

When organizing MLB First Pitch Festival, be sure to consider the following topics and use the below suggested copy in your Final Information pack to schools. Please adapt as appropriate. Text highlighted in red, for example, should be updated with details specific to your event.

**Event Overview**

The MLB First Pitch Festival will be a celebration of baseball, with young people coming together to have fun and play ball!

The Festival is made up of five stations that are built around the five baseball skills learned in the First Pitch program: Hitting, Fielding, Running, Pitching, Gameplay.

Participants will stay within their school groups and be assigned to a playing area which has a set of five stations. The groups will have the opportunity to experience each station for approximately 15 minutes, at which point an announcement to change stations will be made over the PA system/megaphone.

**Key Information**

**Date:** *ADD DETAIL*

**Arrival Time:** *ADD DETAIL*

*Please ensure you have plenty of time for your school group to register, store any belongings, and use the toilets before the session begins.*

**Session Time:** *ADD DETAIL*

**Location**

The event will take place at *ADD DETAIL*. The exact location using What3Words is: *ADD DETAIL*.

**Travelling to and from the venue**

*ADD DETAIL INCLUDING WALKING, PUBLIC TRANSPORT, MINIBUS/COACH PARKING, PARKING RESTRICTIONS OR COSTS, WEBSITE LINK TO VENUE*.

**Venue Site Map**

*ADD DETAIL PARTICULARLY FOR LARGE/CONFUSING SITES*

**Registration on Event Day**

A member of school staff should register their school group upon arrival. You will be given an overview of the event and the activity stations, as well as which station your group will start on.

**Photography Consent**

Teachers/Staff are asked to let the registration team know whether any of your participants should NOT be photographed. These pupils will be issued a neon wristband so any event photographers can easily identify them. ADD DETAIL OF PHOTOGRAPHY POLICY AND CONSENT FORMS IF APPLICABLE.

**First Aid**

First aid provision will be present on the day and clearly signposted. In the event of an emergency, the nearest hospital is NAME AND LOCATION OF HOSPITAL.

**Child Safety and Welfare**

At all times, it is the school’s responsibility for the safety and welfare of your pupils and to be mindful of where pupils are at all times.

**Equipment and Clothing**

Please ensure all participants are wearing clothing suitable for sports and activities.

**Extreme Weather**

In the event of extreme weather conditions, we will decide to cancel the event if it no longer becomes safe to run and schools will be informed as soon as possible.

**Additional Information**

Food/Snacks – There will be no food or snack provision for participants. Please note, it is the school’s responsibility to ensure students/school brings refreshments with them if required.

Water – ADD DETAIL OF CLOSEST WATER REFILL STATIONS IF APPLICABLE. Please ensure your pupils bring a water bottle to the event.

Protection – Please ensure your pupils have adequate clothing and protection (including sunscreen) to cater for all weather options on the event day. The event site will have limited shaded areas, but breaks will be given to participants between activities.

**Non-attendance**

Should your plans change for any reason, and your school is no longer able to take part, please notify ADD DETAIL at the earliest possible opportunity.

**We look forward to welcoming you and your school to the MLB First Pitch Festival!**