**YOUR ADDRESS**

**\*DATE\***

Email: [your HHMC or other email address]\*

Dear All,

**HHMC [*Name and Date of Trip]*\***

**(Intro paragraph)** *Relevant words of introduction*

**Where we are staying**

*info from website re accommodation*

*Include information about getting keys / access if it is a bunkhouse*

**Directions**

*Directions that work!**Depending on accommodation location, folk should be warned not to rely on sat nav …*

**Food**

*Info about food – eg:* We will be doing our own catering for 2 breakfasts & 1 evening meal & will operate our usual duty rota system (attached). The menu is also attached: please let me know a.s.a.p. if there is anything on it that you are unable to eat.

*If appropriate: There will also be bread & spread for your sandwiches.* You will need to provide all other items for your packed lunches.

Friday evening : I have booked a table for all of us at \* for \*pm. Please let me know however if you will not be joining us.

**Routes**

*Brief info about walks – eg:* Saturday’s route is 23.1k but is fairly flat with some of it along the Grand Union Canal Walk. We will also be visiting the end of the Ridgeway. Sunday’s walk is 14.5k and also involves part of the Ridgeway as well as crossing the end of the drive to Chequers. We will pack up on Sunday morning & drive straight home after the walk.

*State which maps are needed:* Map used is Explorer \*.

**What you will need to bring**

*Eg:* You will need to bring a sleeping bag & pillow. Other items as per the kit list on the club website. Don’t forget to bring a bottle!

**Cost**

*Most of* You have paid a deposit of £\*. The total cost stated in the programme is £\* (independents £\*). The final cost may be *lower / slightly higher (if known) / other appropriate words* than this, but the biggest slice is group transport costs which is as yet unknown. I will keep costs as low as possible and will let you know after the trip once I have the final figures from drivers, at which point I would ask you please to make a bank transfer for the balance due.

**Participants and Travel arrangements**

*Note to Trip Leaders: Take this information from the Further Details form*

|  | **Name** | **Mobile** | **Address (1st line / postcode)** |
| --- | --- | --- | --- |
| **Car 1** | Name (D) |  |  |
|  | name |  |  |
|  | name |  |  |
| **Car 2** | Name (D) |  |  |
|  | name |  |  |
|  | name |  |  |
| **Car 2** | Name (D) |  |  |
|  | name |  |  |
|  | name |  |  |
| **Independent** | name |  | Not taken |
| **Independent** | name |  | Not taken |

Please check your details in the table to ensure I have copied them across correctly.

Passengers, please contact your driver to arrange travelling times.

Drivers, please ensure that start your journey with a full tank of fuel and clock the starting mileage. I will need your **receipts** for any **fuel purchased during the trip** and **for you to fill your car at the end of the trip**. Please also let me know the **final mileage**.

**Medical and Insurance**

Please print off, fill in and cut out the attached In Case of Emergency card, if you have not completed one before, so that if something should happen on a walk the walk leader or emergency services know about any medical conditions and who to contact. Please keep it in an accessible place, ideally either your wallet, your first aid kit or in the top pocket of your backpack, as these are the places we would look for it. Please let me know if you’d like a clear plastic protective wallet to store it in.

Please note also that the whilst the club membership includes insurance through BMC, this is only a third-party liability insurance for the Club and for individual Club members; it is not a personal accident insurance: please arrange your own personal insurance if you want this additional cover

**And finally …** do take lots of photos whilst we are away, We’d love to be able to include your favourites in the AGM slideshow: the Dropbox link is on the Trip page on the club website: please use it!

Any queries, please ring or email me.

*Happy packing! / Safe journey*

*Your name*

Attachments:

* In Case of Emergency Card
* Menu
* Merry Meals Rota
* Route cards (*if available*)