



Gathering registration form

Register at least two weeks before your gathering so we can support you, send materials and confirm safeguarding arrangements.

#DEFINITIONREDEFINED

1. Host details

Host name

Group or organisation (if any)

Email

Mobile

2. Your gathering

Date

Start and finish time

Town or borough and region

Expected number of participants

Format

☐ Tea, Truth & Take Part

☐ Walk, Talk & Be Counted

☐ Online Sofa Circle

☐ Sunday Circle

☐ Vision Board & Voices

☐ Pop-In Survey Lounge

☐ Sisters' Supper

☐ Generations at the Table

☐ Other (describe below)

☐ Own the Story Salon

☐ Lunch & Learn

Venue type

☐ Private home

☐ Community centre

☐ Café or restaurant

☐ Outdoor + indoor space

☐ Faith venue

☐ Workplace / union / college

☐ Online

☐ Other

Venue name (or "online") and any other format detail

3. People and safeguarding

Welfare contact name and mobile

Named safeguarding lead (name and role)

Will anyone aged 16 or 17 attend?

☐ No — 18+ only

☐ Yes — via the approved age-appropriate pathway, at a venue with a child-safeguarding policy (not a private home)

If yes, which organisation's safeguarding policy applies?

4. Venue and access checks

- | | |
|---|---|
| ☐ Step-free access and accessible toilet | ☐ Reliable Wi-Fi and charging |
| ☐ Private enough for individual completion | ☐ Loan devices set to private browsing |
| ☐ Quiet space or private corner | ☐ Spaced seating, headphones or privacy screens |
| ☐ Safe to enter and leave; good lighting | ☐ Participation won't be visible to employers or community leaders |

Any adaptation you'd like to make to the pack, or support you need from us

Materials you'd like (printed cards, support sheets, posters – how many?)

5. Host declaration

- ☐ I have read the Conversation Gathering Pack (DR-01) and will follow it
- ☐ I will use only the official survey link and will never view, collect or photograph anyone's answers
- ☐ I will not record group discussion or collect stories outside official Soul Purpose 360 forms
- ☐ I will respond to concerns using CARE and pass safeguarding concerns to the safeguarding lead
- ☐ I will submit the Host Debrief Form (DR-10) within one week of the gathering

Name (typed signature)

Date

How we use this information. Soul Purpose 360 CIC uses your details to support your gathering, send materials and keep in touch about the campaign. Your details are not linked to any survey answers. Questions: definitionredefined@soulpurpose360.co.uk.

How to return this form: save it and email it to definitionredefined@soulpurpose360.co.uk. Printed copy? Hand it to your host in a sealed envelope or photograph it and email it. Monitored Monday to Friday, 10am–5pm. We aim to reply within three working days. This inbox is not an emergency service – if anyone is in immediate danger, call 999.