

 **SM Risk Assessment Masterclass**

**A practical guide to risk assessment for SMs**

**Monday 28 April 2025**

**Bishopsgate Institute 230 Bishopsgate London EC2M 4QH**

**SMA Member? Yes \_\_\_\_ No \_\_\_\_ &/or other Union / Association Member? Yes \_\_\_\_ No \_\_\_\_**

**Please detail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in case a discount applies)**

**Personal Information** (if a company is to be invoiced include their details below too)

**Name:**

**Address:**

**Contact Numbers- Mobile: Other:**

**Email:**

**Special Requirements:**

**Payment: Please tick as appropriate below** You will receive an invoice to you on receipt of this form, please confirm who the invoice should be made out to if not your name below.

***Your place will be held with this form but only confirmed when payment is received.***

**Cost for ½ day course**

**Members Standard (including ABTT) £65 Non-SMA Members £100**

**If a Company is to be invoiced :**

**Company:**

**Contact in Company :**

**Address:**

**Phone: email:**

**Course details:** [**http://www.stagemanagementassociation.co.uk/training/current-courses**](http://www.stagemanagementassociation.co.uk/training/current-courses)

**T&C’s**

**AVAILABILITY:** Never assume that an event is full however close to the date, please always contact the SMA Office

**PAYMENT:** We will need to receive full payment ASAP and at least two weeks before the day of the event to guarantee your place

**REFUNDS:** Any refunds are made to members only at the discretion of SMA and subject to an admin fee of 20%

and dependent upon the course number and closeness to the training day.

Should the date be rearranged due to unforeseen circumstances notification of advisement will be as soon as possible;

We are sorry: the SMA cannot be held responsible for any prepaid travel /accommodation costs incurred

Any amendments are at the discretion of SMA; Non SMA Members (and Members) can transfer their place to a colleague up to 10 days before the day of the event, but no refunds are normally allowed for Non-Members.