# Course front sheet

|  |  |
| --- | --- |
| **Course title** |  |
| **Date** |  |
| **Time** |  |
| **Venue** |  |
| **Number of attendees** |  |
| **Number of did not attend (DNA)** |  |
| **Number of public contributors involved** |  |

**Actions taken:**

|  |  |
| --- | --- |
|  | No show letter sent to DNA attendees |
|  | Attendee details completed on database |
|  | Delegate evaluation forms completed on database |
|  | Certificates sent to attendees  |
|  | Course completed on database  |