

PFKC Visit Booking Form



Name of lead visitor:

Number of visitors:

Date of visit:

Time of visit:

Length of visit:

Reason for visit:

- If visiting to lead a meeting or session, an agenda should be sent to admin@peoplefirstkc.com 1 full WEEK ahead of your visit. As we have different members on different days, an agenda would be needed on the morning of that same day in the previous week (e.g. by 10am Thursday 20th for Thursday 27th)
- This allows our members time to understand what will be asked of them and prepare ahead of the work. If this isn't done, your session may not be as productive or useful to you or our members.
- If your meeting / session is over an hour long, our members will need a period of rest to process and refresh.
- This will help with the engagement and productivity of your session.

- We would really appreciate if you gave us some feedback after your visit, either by email or by signing our visitor book on your way out.

