

CO	ROOM NUMBER	Time
Room	Ext	BAY No's - (if by car)
	T/W or Dig Rec –	

PTO for arrangements quick checklist

	Booked/Sent	Confirmed/Arrived
Hearings rooms booked		
Transcript writer booked		
Car Park bay booked		
Arrangement confirmation letter sent		
Witness list received		
Cross-examination schedule agreed		
Running Order		
Same day transcripts required		
Special IT requirements		
Video conferencing		
Skeleton Arguments received		
Oaths and affirmations checked		
Bundles received - electronic		
Do bundles need printing		
Bundles received - paper		
Bundles sent to hearing location – If NOPI secure transport and storage arranged		

Contact log

Date	Result