Template 2: Club Sessions Booking Sheet - Managing Tables
One sheet required for each day.

Club Name: XX   Session date / time: XX   Session Capacity: XX

Session lead: XX   Supporting club personnel: XX

Time	Session Lead	Table One	Table Two	Table Three
4 - 5pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:
5 - 5:15pm	Cleaning time			
5:15 - 6:15pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:
6:15-6:30pm	Cleaning time			
6:30 - 7:30pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:
7:30 - 7:45pm	Cleaning time			
7:45 - 8:45pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method: