## Readathon Reading Record template

This Readathon Reading Record template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Readathon Reading Record template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Author | Title |
| (e.g.) | Roald Dahl | Matilda |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |

Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_