



The Pod Booking Form

Name: _____

Organisation: _____

Address: _____

Phone Number: _____

Email: _____

Date picking up: _____

Date dropping off: _____

Times _____

Location of event: _____

Age range of group: _____

Event description: _____

**Please remember and fill out the questions form in order for your
custom interface to be designed.**

For any other information please contact Donna Anderson on 01294 472251
or email danderson@north-ayrshire.gov.uk





The Pod Booking Requirements

- To book the Pod you must have received training on how to safely assemble and disassemble the equipment properly. This can be arranged with one person or a group. Please contact Donna Anderson to arrange times and dates.
- The two boxes that the Pod comes in are relatively heavy, although on wheels, therefore you should be able to transport these safely.
- To transport these you need either a minibus or a large vehicle as flight case diameter are:
 - Box 1: 38inches long by 23 inches deep by 15 inches thick
 - Box 2: 38inches long by 23 inches deep by 11 inches thick
- When booking please note that questions that you want uploaded onto the Pod should be discussed and emailed to Donna Anderson beforehand.
- If you want to design your own questions for the pod please email or call Donna Anderson for the basic layout. All files should be saved as bitmaps (OS2).
- If you require training on designing, uploading questions or downloading data please discuss with Donna Anderson.
- When booking out the Pod please ensure you fill in the question upload sheet and the booking form.
- For any other information please contact Donna Anderson on 01294 472251 or email danderson@north-ayrshire.gov.uk



The Pod Custom Interface Questions

Name: _____

Organisation: _____

The Pod gives you the opportunity to ask open ended questions, therefore think about this when making your questions.

For example do not use questions such as *'did you enjoy the event'* or you may be left with 100 responses just saying 'yes'. Instead opt for questions which people can elaborate on such as *'what did you enjoy about the event most'*

You can have from one question up to three:

Question One:

Question Two:

Question Three:

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The Pod Evaluation

Name: _____

Organisation: _____

On a scale of 1 to 5 (5 being the most and 1 being the least) how useful was the Pod to your event?

1 2 3 4 5

Did you get the relevant information?

What did you find most effective about the pod?

How can we improve this facility?

Would you use this again?

Yes

No

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