

Teacher/Group Leader – Booking Check List

We have devised this checklist to ensure everything is ready for your visit.

	Completed	Date
I have completed Part One of the booking form and paid a deposit		
I have read the information for resident groups		
I have sent all students and adults their medical and consent form		
I have sent copies of the kit list to the parents/ guardians		
I have submitted the Part 2 of the booking form - <i>This is due 6 weeks before booking date.</i>		
I have completed and submitted the Fire Register - <i>This is due 6 weeks before your booking date.</i>		
I have collected all students and adults Medical and Consent forms: <i>To bring on the day of visit</i>		
Feedback Form completed and returned to the Manager or Chief Instructor on your final day with us		
Final invoice to be paid		

Kit and Equipment you need/ may want to bring...

	Completed	Date
First Aid Kit		
A quick-reference list of adult and student's names and phone numbers		
School camera		
Sick bucket, bags for use on coach		

Bedding: All children will need a sleeping bag unless you have requested bedding in your booking form; *all* other bedding is provided for them. We will provide duvets free of charge for up to 7 staff, so adults will *not* need sleeping bags.

Kit List: Please see the separate **Kit List** for appropriate clothes and essential items, this is for adults and children/young people alike. This can be downloaded from our website.