



BOOKING A STREET SCIENCE INCURSION: TEACHER PREPARATION CHECKLIST

Planning a Street Science Incursion? Fantastic! Unsure where to start? No problem!

To ease the process, we have put together a checklist containing everything you need to make the visit a success.

BEFORE the incursion...

ORGANISE YOUR SCHOOL VENUE AND SUPPORT STAFF

- Check your school calendar** for any other events that will clash with your preferred incursion date
- Book a hall or similar venue** (rather than a classroom) to avoid smoke alarms/detectors. Allow up to 1 hour before and after the start time of the incursion to prepare and clean up.
- Ensure access to **POWER** points in the venue and **WATER** (a tap rather than a bubbler) nearby
- Ensure **TRESTLE TABLES** are available in venue – required number will be advised
- Notify admin/grounds-keeping staff** we are coming and will need to **PARK AS CLOSE AS POSSIBLE**

ORGANISE INTERNAL PAPERWORK

- Seek approval** for the incursion from your Admin team
- Complete **internal paperwork** as necessary – Risk Assessments will be supplied when booking is confirmed (we can also supply copies of staff blue cards, public liability insurance, a formal quote as required)

ENGAGE YOUR SCHOOL COMMUNITY – Keep students, parents and teachers excited and informed about your Street Science incursion by posting the science celebration in your school newsletter and on your school social media profiles

CONFIRM YOUR DETAILS WITH OUR STREET SCIENCE ADMIN TEAM – Within 2 weeks of our visit.

- Confirm expected student numbers.**
- Notify us if the school hall is being used before or after school.**
- Notify us of vehicle access arrangements.** For safety reasons, we appreciate getting our vehicle as close to the venue as possible.
- Provide a mobile contact number** just in case our presenter needs to contact you on the day.

AFTER the incursion...

- Collate student attendance numbers** to give to our presenter on the day **OR** send total numbers to accounts@streetscience.com.au as soon as possible after the visit.
- Check the invoice** we send you within 1-3 school days and forward to your school accounts/finance team for processing.
- Complete our feedback survey** (you will receive a link) to help improve our services to you. You can also post feedback and share photos on our Facebook page or review us on Google.

