

## Preparation checklist for schools and colleges events at Newcastle University

	What you need to do before attending this event.....	Ongoing	Completed
One month before the event	Ensure you have made arrangements for travelling to and from the University – Do you require details of coach companies? While Newcastle University can offer a coach drop-off point, there is no parking available on campus		
	Resource requirements – have you any particular needs for this event?		
	Confirm your attendance to this event – please be aware of the cancellation charge for late withdrawal from the event.		
	Do you require details of how to get to the University? This is available via Newcastle University Website: <a href="http://www.ncl.ac.uk/about/visit/">http://www.ncl.ac.uk/about/visit/</a>		
	Staff cover – have you arranged staff to cover staff attending this event?		
	Special requirements/medical information – please ensure you have collected this from relevant pupils and bring details to the event to hand over to the event organisers		
Two weeks before the event	Complete register and send to event lead member of staff prior to the start of the event		
	Confirm drop off point and time of arrival with Newcastle University		
	Confirm name of coach company and how many coaches are being used		
	Please inform the University of any individual requirements for any of your pupils attending this event		
	Have you received all of your consent letters from pupils attending this event?		
One week before the event	Confirm final arrangements with University – number of students attending etc		
	Complete the expenses claim form and hand the form in to the lead member of staff on the day		
After the event	Complete evaluation form and submit to the University, if appropriate		