BOOKING APPLICATION 2013/14

*(Please complete the information required on* ***both*** *pages. Thank you.)*

**SCHOOL NAME:**

**SCHOOL ADDRESS:**

**POSTCODE:**

**CONTACT NAME:**

**POSITION:**

**EMAIL ADDRESS:**

**TELEPHONE NUMBER:**

**NUMBER OF PUPILS IN S1/S2:**

(Please delete year group above as appropriate.)

**DATE(S) OF VISIT:**

In the table below, please provide the times for the required sessions (each usually a single school period), as well as the number of S1/S2 pupils and S5/S6 assistants\* at each session.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DATE** | **START AND FINISH TIME** | **NUMBER OF S1/S2 PUPILS** | **NUMBER OF S5/S6\* PUPILS** | **NUMBER OF TEACHERS** |
| **Arrival & set up** |  | *(min 2 hours)* |  |
| **Training session 1** |  | *(min 30 mins; 1 school period ideally)* | N/A |  | N/A |
| **Session 1** |  | *(approx 50-60 mins)* | *(max of 40-50)* | *(10 – 14)* | *(min 1 teacher to 30 pupils)* |
| **Session 2** |  | *(approx 50-60 mins)* | *(max of 40-50)* | *(10 – 14)* | *(min 1 teacher to 30 pupils)* |
| **Session 3** |  | *(approx 50-60 mins)* | *(max of 40-50)* | *(10 – 14)* | *(min 1 teacher to 30 pupils)* |
| **Training session 2** |  | *(min 30 mins; 1 school period ideally)* | N/A |  | N/A |
| **Session 4** |  | *(approx 50-60 mins)* | *(max of 40-50)* | *(10 – 14)* | *(min 1 teacher to 30 pupils)* |
| **Session 5** |  | *(approx 50-60 mins)* | *(max of 40-50)* | *(10 – 14)* | *(min 1 teacher to 30 pupils)* |
| **Session 6** |  | *(approx 50-60 mins)* | *(max of 40-50)* | *(10 – 14)* | *(min 1 teacher to 30 pupils)* |

\* A list of the S5/6 pupils should be provided on arrival at the school

It is possible for a light lunch to be provided at the school for the Roadshow team? **Yes/No**

Can photos be taken during the visit? **Yes/No**

**ADDITIONAL INFORMATION REQUIRED**

* Please ***describe*** (*or draw if necessary*) the area where the exhibition would be set up – assembly hall, games hall or similar.

Please include *approximate* measurements of floor area, ceiling height and the number of electrical sockets. (We bring tables and all other equipment.)

* If there is a particular entrance, other than the school’s main entrance, that we need to use, please describe the access route to this below. The dimensions of the Lorry are: [L×W×H] 8m (26’3”) × 2.7m (8’11”) × 3.6m (11’8”), 7.5 tonne.
* Please describe the access from the entrance to the hall, **including steps and ramps (our equipment is on trolleys/wheels, so any steep steps will be an issue**. The flatter the route, the better it is for us! We also have small ramps for small flights of steps and small slopes to deal with door frame lips.)

**Please email the completed form to** **scifun@ed.ac.uk** **or post it to the address below.**

**Thank you for this information.**