

Checklist for schools project

Infinite Arts

Things to check with your partner when you are planning the project

Contact person Details tel, email etc	
Dates of project/ sessions	
Times of session Time of arrival	
No of sessions	
No of pupils Age of pupils	
Anything I need to know about pupils	
Venue and access info Postcode, parking nearby	
Who will be there to help? Throughout session?	
What space/s will we be working in?	
Materials – who will get these?	
Equipment – I will bring	
Equipment school will provide	
Time for reflection. How will we gather feedback	
CRB check PL insurance	
Permissions Photos, trips out	
Risk assessment	
Contract	

Activity description (or see attached sheet)