

## Hands on Science Incursion checklist

The following is a list of things to be done to ensure your incursion experience is a success. Please check the list and contact us if you have any questions.

### INITIAL BOOKING

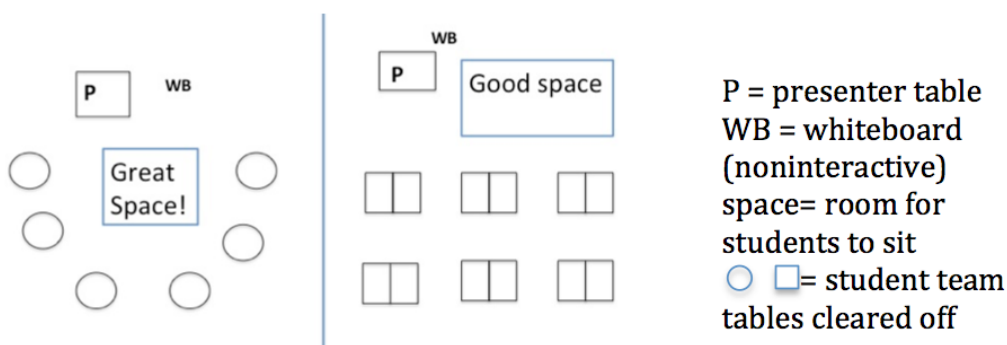
- Read through FAQ on website  
<http://www.handsonscience.com.au/science-and-technology-incursions/frequently-asked-questions/>
- Check Tentative Booking letter details are correct and reply to HOS.
- Receive booking contract from HOS admin.
- Check booking contract dates and times against school calendar to ensure no clashes. Communicate booking with all staff involved including pull outs (eg. instrumental music) and office staff.
- Pay deposit as per booking contract.

### ONE WEEK PRIOR

- Receive reminder email – respond with parking details.  
(Presenters come with a trolley to wheel the equipment. An allocated parking space close to the incursion location is very helpful.)

### DAY OF INCURSION

- Place cones in parking space/s (optional)
- Communicate to office staff location of incursion.
- Room set up for the day. (see diagram below as a guide)



- Each teacher actively observing the class will receive a PD certificate for 1.5 hours.
- Coordinator will receive a resource booklet
- After incursion it would be appreciated if all teachers and the co-ordinator completed the short feedback form on our website.

<https://handsonscience.typeform.com/to/xDpYVP>

### AFTER INCURSION

- Receive tax invoice based on number of students in attendance – arrange payment.