

Educational Visit Check List	
Venue	Dates
Planning checklist summary	Done?
Has approval been obtained to undertake the visit from an appropriate source (Head teacher/Local Authority/Line manager)	
Has written parental consent been obtained for under 18 year olds	
Is there a clearly defined party leader	
Are there sufficient staff to supervise the visit	
Does the visit have a clear purpose appropriate to the needs of the group	
Are adequate financial arrangements in place to fund the visit	
Are suitable arrangements in place for an emergency contact 'back at base' for the duration of your visit	
Have appropriate transport arrangements been made	

At least six weeks prior to your visit	Done?
Make final payment to the centre and confirm total number in your party	
Confirm programme of activities to be followed with the centre	
Confirm transport arrangements and arrival/departure times to and from the centre	
Ensure that client details are completed for all members of your party. Bring the completed list with you.	
Inform the centre of any special dietary needs with in your party	
Distribute kit list to all members of your party	

'Ticking all the boxes' should help to ensure smooth planning of your visit
 We hope your stay is successful and rewarding
 Thank you for all your hard work