

## 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)