

What do I need to do to prepare for an Armour and Medicine workshop?

These are our requirements in an ideal world for a armour & medicine workshop, please let us know if any of these requirements are not possible for some reason and we will do our best to accommodate them:

- Book a suitable sized space to hold the workshop such as a school hall, gym or dining room. Please book it well in advance of the date and confirm you have the room booked, **before** returning your contract to us.
- Ensure that no other activities are taking place in the hall during the workshop, for an hour before the workshop commences and half an hour after it finishes and during the day.
- If possible book a space for the workshop that has convenient access to the outside so equipment can be unloaded easily. If possible a hall on the ground floor is preferable as stairs can be very awkward to negotiate and it will take much longer to load and unload. If it is not possible to avoid this, **please inform us before hand**. This way we can allow adequate time to set up and take down.
- Ensure that there are adequate teachers present during the entire workshop. One teacher per 30 students minimum, so 35 students would require at least 2 teachers. If we were left on our own at any point during the workshop we would have to suspend it until a teacher returned. It is therefore preferable to have 2 teachers present even for smaller workshops in case anyone should need to be taken for first aid etc.
- Preferably at least one history teacher should be present during the workshop so they know what the children have experienced and they can then use this in the classroom afterwards.
- Any teachers present should give adequate discipline to the students where needed during a workshop as HH staff can not discipline your students.
- Make provision for somebody to be there to greet us an hour before the workshop commences to let us in and show us where to go. Such as a caretaker or teacher. Please ensure whoever lets us in knows which hall we will be in. It will be impossible to move all our equipment on time once set up. Ensure that Happening History know which hall they will be in.
- Ensure that the students arrive promptly at the appointed start time or even earlier. Even a ten minute delay can mean we have to drop one subject from the workshop.
- Arrange somewhere suitable for us to park the van during the day.
- Brief the students well before the date of the workshop that they will be taking part in a history workshop on medieval life and a very rough idea of what they will be doing. If they arrive at a workshop unaware of what they are doing it can be confusing for them.
- Ensure that you return the completed contract promptly to ensure that your booking is secure. The booking will not be confirmed until we have the signed contract.
- Please ensure you have a cheque for the full amount owing to Happening History (made payable to Happening History) available on the first date of the workshop.

- If you are taking photos of the day, don't forget to get permission from parents to use the photos. If you could ask at the same time if it is ok for Happening History to use photos on our website it would be hugely appreciated. We regret but we do not allow filming of our workshops although photographs are fine.
- Think about what the procedure will be should the fire alarm go off during the middle of a workshop. We do not wish to leave workshop items unattended so if possible usually wait near the fire exit in case it should be a real fire. If you wish us to exit the workshop area altogether our insurance will become invalid and you will not be covered.
- On the day, please identify the nearest staff toilets to HH staff.
- Please note that we charge a cancellation fee if you cancel a booking after signing our contract. This will be 10% if more than 30 days before the first date of the workshop or 75% if 30 days or less prior to the first date of the workshop. This is because we may have had to turn away other work for the date you have booked and we may not be able to refill the date at such short notice.