

### **What do I need to do to prepare for a KS1 medieval life display?**

These are our requirements in an ideal world for a KS1 medieval life display, 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 display 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 display, also ideally for an hour before the display commences and for an hour after it finishes. We realise however that most primaries only have one hall which doubles as the dinner hall so we can move display equipment to the side of the room during the lunch hour if necessary but please advise us if this is the case. If other activities are taking place during set up, take down or inbetween displays such as lunch or gym class for example, Happening History insurance will not be valid during these times, only whilst the display is taking place.
- If possible book a space for the display that has convenient access to the outside so equipment can be unloaded and loaded 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/teaching assistants are present during the entire display. 3 adults to be present at all times. 1 of which must be a teacher. If we are left on our own at any point during the display we will need to stop until a teacher returns.
- Any teachers present should give adequate discipline to the students where needed during a display as HH staff can not discipline your students.
- Make provision for somebody to be there to greet us an hour before the display 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.
- Please allow **at least 10** minutes in between displays for the display to be reset.
- Ensure that the students arrive promptly at the appointed start time or even earlier.
- Arrange somewhere suitable & free on site for us to park our van during the day. We will not park the van on parking meters.
- Brief the students and any parents or teachings that are assisting, well before the date of the display with roughly what they will be doing. If they arrive at the display unaware of what they will be 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 display. BACs payment is also possible.
- 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 displays although photographs are fine.

- Think about what the procedure will be should the fire alarm go off during the middle of a display. We do not wish to leave display 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 building 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 display or 75% if 30 days or less prior to the first date of the display. 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.