

## Teacher Checklist

- Check dates available at the required site (call 08453 707571), remember we can not hold a date until we have received a deposit (50%). At this point you will receive a provisional booking confirmation.
- Gather together a rough guide to the number of participants taking place in the event, at this point we recommend that you pay a deposit of 50% on the minimum number of participants that you expect to attend.
- Download parental consent/waiver to send out to each parent, no pupil should play paintball without a signed waiver. This waiver gives guardians an overview of paintball and allows them to give informed consent. Along with pupil checklists etc.
- Download copies on the general risk assessment for paintball and a copy of our public liability insurance for your records.
- Send out all relevant documents to pupil's guardians for them to sign, remember no pupil should be allowed to play without a signed waiver.
- Start to arrange your mini buses/coaches to get you to site, remember the day on average lasts around 4hrs and you need to arrive promptly to make sure we get you finished at the right time.
- Collect together all the waiver forms for your group. This should give you final numbers for the day. Ensure that you keep these waivers on file as some site may require you to bring these waivers on the day.
- To confirm your booking make sure the final payment for your booking is made no later than 2 weeks prior to the game date, if we have not received this we have the right cancel your event and keep the deposit paid, so it is imperative these funds are paid by then.
- Make sure that you have received our complete booking confirmation this should give you all of the details you require to organise the day, this will include a map, start time, number of players booked, what is included on the package, the contact number of the site manager along with some faq's.
- Finalise your transport arrangements for the day including departure and collection times to ensure you arrive at the right times on site.
- It may be advisable for you to organise some preliminary teams before you arrive to help speed up the check on process, please ask team sizes before you arrive so we can give you the team sizes on the site that you are going to.