

## Pre-booking checklist

In order to process your booking effectively please make sure you have the following information at hand before you phone:

- Total number of adults and children in your group
- Students' lower and upper ages
- Group's key stage and year
- Required visit date – plus alternative dates, if unavailable
- School's full address including post code
- Relevant special educational needs and disability information
- Bursary's telephone number and email
- Group leader's mobile number

Before calling the School Bookings team we advise you to visit <http://www.nhm.ac.uk/schools/things-to-do-schools.html> for detailed information on all our activities for schools.

Please bear in mind that a phone booking could take up to ten minutes.