

BOOKING FORM FOR SCHOOLS WORKSHOPS

Please complete all nine sections of the booking form and return it to:
**Education Services, National Archives of Scotland, General Register House,
2 Princes Street, Edinburgh EH1 3YY.**

Alternatively you can fax it to the Education Officer on **0131 535 1363**.

1. Contact details

Name	
School	
Address	
Postcode	
Tel. no.	
Email	

2. Select the workshop you would like to attend.

Workshop Topic	Level

3. Select the date you would like to attend a workshop. Please list three dates according to your first, second and third preferences.

1 st Preference	2 nd Preference	3 rd Preference

4. Class information

Class	No. of pupils	Name of teacher	No. of accompanying adults

5. **Accessibility requirements**

Please provide as much information on accessibility requirements as possible **in advance** of your visit so that arrangements can be made where necessary. Please continue on an additional sheet of paper if necessary.

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6. **Packed lunch area**

I require the packed lunch area between 12.00 - 13.00pm after the workshop.

YES NO

7. **Photography**

During your workshop, photographers may be present to record parts of your visit for the National Archives of Scotland. Please complete and forward a copy of our photography consent form.

8. **Publicity**

Please tell us how you heard about the National Archives of Scotland workshops?

Local Authority	LTS	SAfS website	Other Website*	Word of mouth	Other*

* please specify

Other.....

Please do not forget to sign the declaration below.

9. **Declaration**

I agree that the details above are complete and correct.	
Signed:	Date:

For Official Use

	Date issued	By email	By post
Booking confirmation			
Risk Assessment information			