

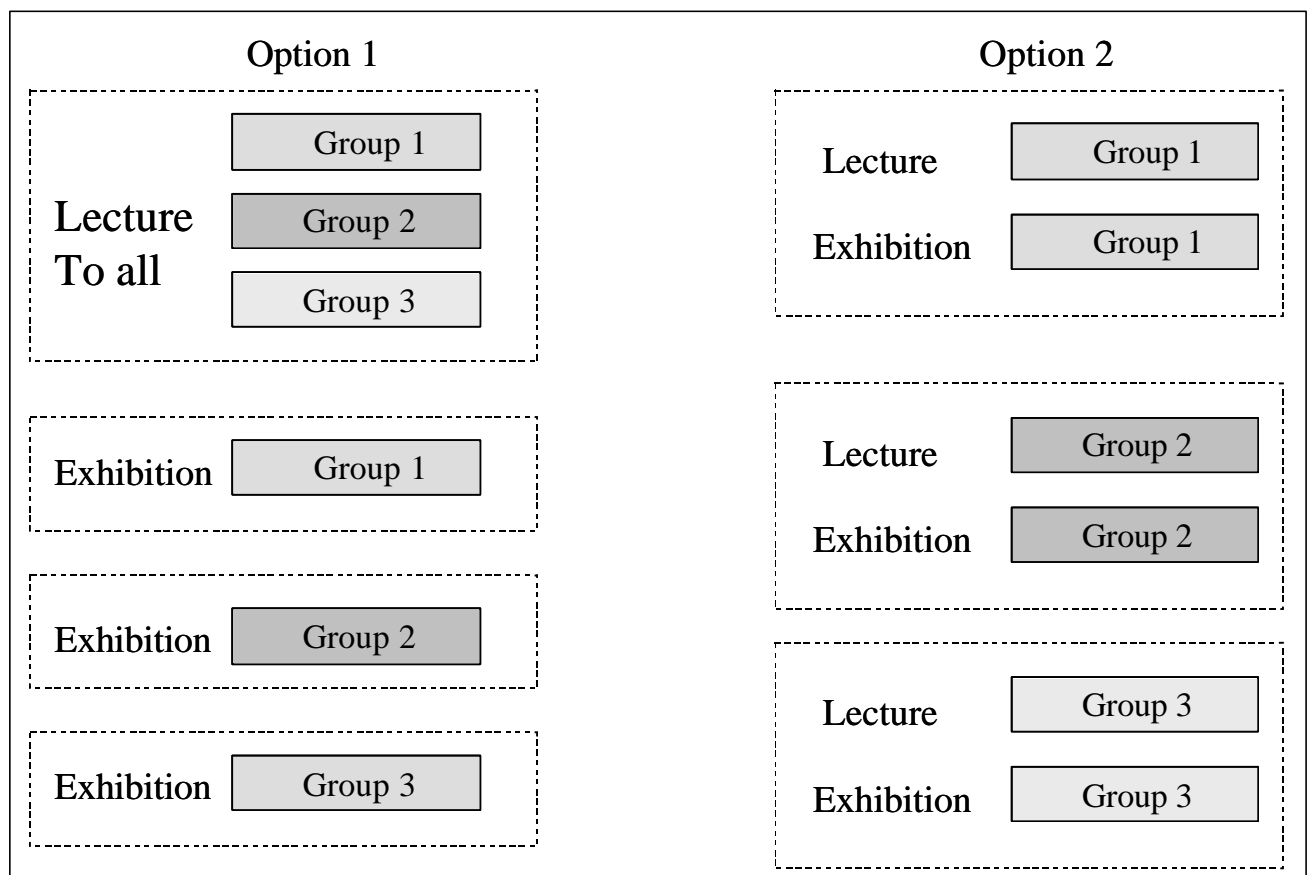
ARCHAEO-PRO's REQUIREMENTS

for school visits*

To minimize my costs in transporting the Exhibition, your administration and labour I prefer to spend a full day at a school – the school making the most of the visit for all students of SOSE and History.

PLEASE NOTE: The MAXIMUM NUMBER of Lectures I do in a day is 3

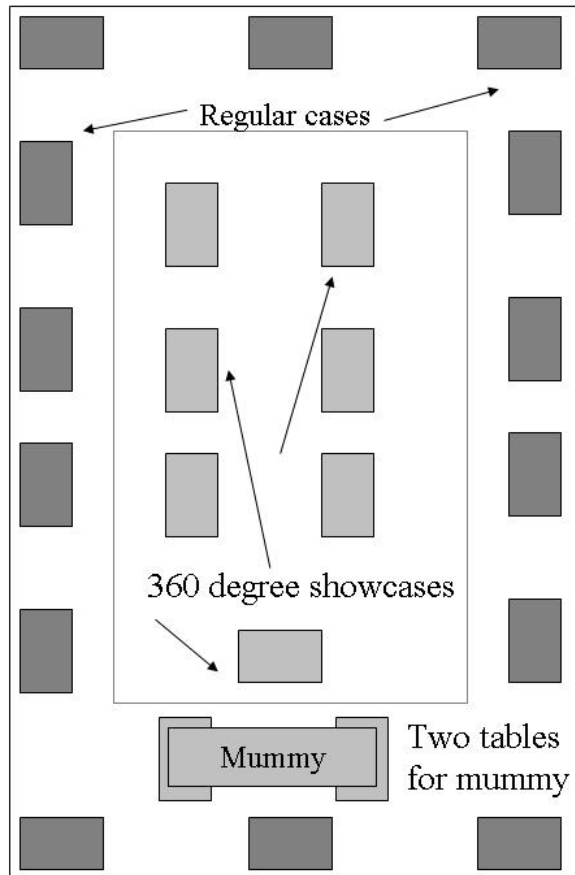
- There are two possible ways of utilising my services at your school:



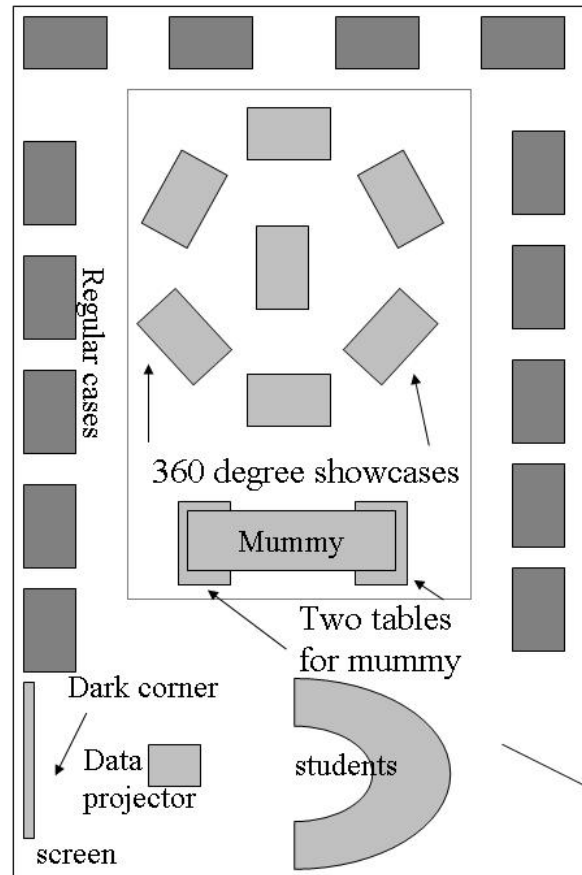
- Charge is **\$6/student/90min session**; **schools paying on the day receive the discounted price of \$5/student.**
- Minimum **fee** payable is \$250
- I keep school appointments only if the booking is **confirmed** (by phone or e-mail)
- When you **confirm your booking** I will fax your school an **invoice** so that your school is able to have a cheque ready for me on the day. You can modify the student numbers to reflect your final numbers.
- A **double parking space for car and trailer** with easy **ground floor** access to the rooms no less than an hour before the first session - this *may not be possible*

for lecture theatres not accessible for my mobile lecturn. In this case I will require the use of a **radio microphone**.

- Provision for **car & trailer to be parked for the full time I spend at your school** without having to move it during that time
- A separate room to set up the **Mobile Exhibition** *if available* - see suggestions below



Separate exhibition room



Combined exhibition/lecture room

- Sufficient table space for 21 display cases each 60 x 45 cm is required. Seven of these displays require 360 degree viewing ie. as stand-alone tables. **NOTE: two extra tables for the mummy.** Ensure enough space **around tables** for easy movement of students and that there is sufficient space on the tables for students to lean to write
- Please have your room set up on or before arrival.
PLEASE NOTE: ***I am unable to assist schools in setting up furniture***
- Lecture room/hall should be able to be **darkened** at least partially
- Students require **clipboards or folders** to lean on when filling out answers to the question sheet

- *Please instruct your students **not to lean on the showcases** when writing*

- **Replicas** of cuneiform tablets, Egyptian scarabs, ushabti figures, papyrus bookmarks etc. will be on sale *with the permission of the school*
- Other publications on sale include booklets, cardboard cut-out models etc.

1. The Giza Pyramids cut-out model - \$3each
2. Papyrus bookmarks with hieroglyphic 'alphabet' - \$2 each.
3. Some replica cuneiform tablets and Egyptian figurines - various prices

- Any special requirements of the program as on the relevant document concerning it
- Please have your data projector set up *or* your IT person available to assist

- Payment in full **on the day** is preferred (**conditional** discounted price: \$5/student)– cheque made out to ARCHAEO-PRO on the day or before (a receipt will be issued) or invoice faxed in advance once you CONFIRM your booking. PLEASE make sure your **BURSAR IS AQUAINTED WITH THE CONDITION FOR THE DISCOUNTED FEE – Payment on the day.**

- **If your school cannot pay on the day please inform me of your final number of students present on the day and I will give you an invoice before I depart (\$6/student).**

- GST is not applicable

- **THE MASTER QUESTION SHEET – Please ALWAYS USE THE LATEST QUESTION SHEET e-mailed to you. It is the most up-to-date with questions for the newest showcases**

Sincerely,

Garry R Stone

Manager *ARCHAEO-PRO*

January 2006

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| <ul style="list-style-type: none">• PLEASE NOTE: BY BOOKING A SCHOOL PROGRAM WITH ARCHAEO-PRO YOU SIGNIFY YOUR ACCEPTANCE OF THE ABOVE BOOKING CONDITIONS <i>including the fee of \$6/student.</i>• Schools paying ON THE DAY are charged the discounted fee of \$5/student. |
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