

## HOW TO BOOK AN ARCHAEO-PRO INCURSION

An **INCURSION** CONSISTS of a **POWERPOINT LECTURE** or lectures (c. 45 mins each) and an **EXHIBITION inspection activity** (c. 45 mins each) where students complete a printed worksheet or other activity.

1. Phone **Garry Stone** on 0397547376 or 0410 508 651 to check on availability of a **date you have in mind**. Since my booking diary can change daily please do not e-mail a suggested date to me.

2. **“Pencil Book” this date with me** (Penciled Bookings will be held for two weeks from the date of enquiry - if I do not hear from you within that time I cannot guarantee the date will be still available (although by chance it may be)- only **CONFIRMED BOOKINGS** will be kept. Pencilled bookings are at no obligation and are free- some teachers have found that they require two or three attempts to settle on a date with their administration!

Be prepared with your school **PHONE** number, school **FAX number** and your correct **EMAIL address**. A mobile phone number is handy and **approximate NUMBER** of students and their grade.\*

3. **CONFIRM** this date with your school **ADMINISTRATION**

4. Book your **ROOM(S) for the EXHIBITION and LECTURE** (they need not be the same room but should be as close to each other as possible)

5. Phone me to **CONFIRM your booking** (I will issue a **CONFIRMATION E-Mail**).

Unfortunately I have found that I will need to levy a **CANCELLATION FEE of \$200** if your school cancels within ONE MONTH of the CONFIRMED BOOKING DATE of the lecture and is unable to reschedule another date that calendar year. This fee is deducted from your next incursion payment.

6. I will send you a **TOPICS document** advising of the Lecture TOPICS available - with a full description of the content of each lecture and a **REQUIREMENTS** document detailing my access needs (eg. ground floor access (at most ONE

step or a lift, access and parking etc.) for the EXHIBITION, room size, layout of tables in the EXHIBITION ROOM payment method etc.

**PLEASE READ THESE DOCUMENTS CAREFULLY**

7. Email or phone me your **choice of TOPIC**. I am quite happy to put two civilizations into one lecture but of course each will be much abbreviated. My lectures do NOT last for more than 45 mins unless by prior arrangement. I will do **EXTENDED lectures** and/or **SPECIAL TOPICS** at reasonable negotiated fees eg. for older students.

I PREFER to limit student numbers viewing the EXHIBITION to 60/session - more than this is chaotic, so I am prepared to run at most three EXHIBITION and LECTURE sessions for the day (there are minimum charges for one, two, or three lectures in a day+)

8. When your booking is **CONFIRMED** I will e-mail you the **MASTER QUESTION SHEET or CROSSWORD SHEET** and **TEACHER CHEAT SHEET** for you to compile your own student question sheet. Please read the instructions carefully.

9. Upon CONFIRMATION I will fax an **INVOICE** to you or your BURSAR and check its arrival by phone. I charge \$7/student, however most schools avail themselves of my discounted fee of \$6/student if the school pays me by EFT or **CHEQUE ON THE DAY.**

**NOTES:**

\* You pay only for the number of students present on the day subject to the minimum fee conditions below.

**+ MINIMUM fee for one lecture/day is \$300; for 2 lectures on day \$400; for three lectures on day \$500.**

ALL TEACHERS RECEIVE A **COMPLIMENTARY CD OF EDUCATIONAL RESOURCES** for NON-COMMERCIAL USE within the school the teacher works in -

INCLUDING ANY SCHOOL THE TEACHER MAY WORK IN IN THE FUTURE. **THIS CD IS THE PROPERTY OF THE TEACHER** BUT THE MATERIAL INCLUDED (EXCLUDING ANY INTERNET MATERIAL CONTAINED THEREIN) may be stored on the school's **INTRANET** site.

## TEACHER'S CHECKLIST FOR ARRANGING AN ARCHAEO-PRO INCURSION

STEP	ACTION	DETAILS	OTHER ISSUES	DONE (TICK)
1	<b>Phone Garry Stone</b> 97547376; 0410 508 651. to choose an <b>INCURSION</b> <b>date</b> ____/____/____	<b>Date you booked</b> this INCURSION with Garry DATE: ____/____/____		
2.	Checked with school <b>ADMINSTRATION</b>	<b>DATE:</b> ____/____/____		
3.	<b>CONFIRM</b> with Garry Stone	<b>CONFIRMATION</b> received from Garry Stone		
4.	<b>ROOMS</b> booked	<b>EXHIBITION ROOM:</b> _____ <b>LECTURE ROOM:</b> _____		
5.	<b>TOPICS</b> doc received from Garry Stone?			
6.	<b>REQUIREMENTS</b> doc received from Garry Stone?			

7.	Advised Garry of lecture <b>Topic/s</b> chosen			
8.	IS <b>ACCESS</b> O.K. for Garry?			
9.	<b>PARKING SPACES</b> reserved for Garry: <b>car &amp; trailer</b>			
10.	<b>MASTER QUESTION SHEET</b> received?			
11.	Compile <b>STUDENT QUESTION SHEET</b> or use Garry's <b>SAMPLE QUESTION SHEET</b>			
12.	Print off <b>TEACHER CHEAT SHEET</b>	<b>Price</b> to sell to colleges: \$__.__ !  Just joking!?		
13.	Arrange <b>TIMETABLE DETAILS</b> and <b>STAFF</b> for day			
14.	<b>INVOICE</b> received from Garry?			
15.	Check <b>INVOICE payment conditions</b> with <b>BURSAR</b>			
16.	Students paying individually or			

	<b>DEPARTMENT PAYING</b>			
17.	Arrange <b>Journalist or Photographer</b> for exhibition session/s	Garry has a <b>draft article</b> to assist <b>JOURNALISTS</b>		
<b>AFTERNOON BEFORE LECTURE</b>				
18.	<b>Arrange tables in EXHIBITION room as per REQUIREMENTS doc.</b>			
19.				
20.				
21.				
<b>CONGRATULATIONS!</b>				
<b>RELAX WITH CELEBRATION AND HEDONISTIC BEHAVIOUR</b>				