get involved

SCHOOLS WORKSHOP BOOKING FORM

**Please complete and return to** [**ailie@tobaccofactorytheatres.com**](mailto:ailie@tobaccofactorytheatres.com)

**All data will be held in line with our Privacy Policy, which you can find at tobaccofactorytheatres.com**

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Name (Main Contact)** |  |
| **School/College/Organisation**  **Name and Address** |  |
| **Postcode** |  |
| **Phone Number (direct)** |  |
| **Email Address (direct)** |  |

**WORKSHOP**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Single**  **(<90 mins)** |  | **Half-Day**  **(<3 hours)** |  | | | **Full-Day** | |  |
| **Workshop Content**  **(e.g. EXPLORE workshop, INDUSTRY event, BESPOKE workshop, PLAY IN A DAY etc)** | |  | | | | | | |
| **Please list at least three possible dates for the workshop and preferred timings** | |  | |  |  | |  | |
| **Where will the workshop take place** | | **In your school** | |  | **At the theatre** | |  | |
| **Is there anything else you would like from the workshop?** | |  | | | | | | |

**PARTICIPANTS**

|  |  |
| --- | --- |
| **Age of participants** |  |
| **Number of participants** |  |
| **Please provide any relevant information regarding the participants that we might use when planning/delivering the workshop** |  |

**INFORMATION FOR VISITING FACILITATOR(S)**

If the workshop is happening at your school, please provide us with the following information.

|  |  |
| --- | --- |
| **Is parking available?**  **Please provide details** |  |
| **Do you require ID to be presented on arrival?** |  |
| **Will lunch be provided?**  **(full day workshop only)** |  |

**PHOTOGRAPHY PERMISSIONS**

We require permission for any photographs or video photography that we may undertake for promotional, educational or merchandising purposes. The declaration below gives your consent for your students to be photographed or filmed in any production or workshop with Tobacco Factory Theatres**.** If a photographer does attend your workshop, you will be asked to sign this sheet (provided by us) in order to verify consent.

Are you able to provide consent for our required photography?

Do you give consent for photographs to be taken?

*Please delete as appropriate: YES / NO*

A full copy of the Child Safeguarding Policy for Tobacco Factory Theatres is available on request. Please contact the Get Involved Producer on 0117 963 0934 or [ailie@tobaccofactorytheatres.com](mailto:ailie@tobaccofactorytheatres.com)*.*