

## Checklist for school/group leaders

Now you've booked to visit us, we want to make sure everything goes smoothly on the day.

Here's a checklist to make sure your visit is as enjoyable as possible.

- Double check with your coach company to make sure the drop off and pick up times match your itinerary.
- Get to know us and make a **free familiarisation visit** to Eureka, if you can. Just print off/show your booking confirmation email at the Admissions desk upon arrival. Up to two adults will be admitted free per booking or your family at the weekend/holidays.
- Visit the [Resources](#) page on the website to download Risk Assessment and Gallery Guides.
- Book a timed slot in the [Gift Shop](#) or use the order form to pre-order [Goody Bags](#).
- Ask parents/carers to provide a packed lunch in a named carrier bag or small lunchbox. Storage is limited so we can't accommodate large school bags/rucksacks.
- Or if you prefer, **pre-order lunch** from the café. Contact us to discuss options.
- Make sure you have enough adult helpers to assist you on the day.
- Print off copies of your **itinerary** for all the adult helpers coming on the visit. Please contact us as soon as possible if you have any queries about your itinerary.
- Organise payment** – this can be made in advance or on the day. Check out the FAQs on the [Resources](#) page for further information regarding payment.