



## CHECKLIST FOR SCHOOLS

<b>1</b>	<p>Booking Confirmation received from info@wellingtonsurflessons.co.nz containing the following documents:</p> <ul style="list-style-type: none"> <li>• Indemnity Forms</li> <li>• Wellington Surf Lessons Risk Assessment</li> </ul>	<b>If no, please contact us immediately.</b>
<b>THE WEEK BEFORE YOUR BOOKING</b>		
<b>2</b>	Wellington Surf Lessons touch base to see how numbers are tracking.	
<b>3</b>	Reminder to ensure Indemnities have been signed and collected.	
<b>4</b>	Invoices sent out upon confirmation of final numbers	
<b>DAY BEFORE YOU BOOKING</b>		
<b>5</b>	Final Numbers to be sent via email to Wellington Surf Lessons by 11am.	
<b>6</b>	Any details finalized for the booking by 11am via email.	
<b>7</b>	Wellington Surf Lessons send out final invoice based on headcount received. Note: absentees not refunded on the day.	
<b>DAY OF YOUR BOOKING</b>		
<b>8</b>	Bring along the signed copies of the Indemnities.	
<b>9</b>	Reminder about sunscreen.	
<b>10</b>	Head Teacher to keep the mobile phone handy in case of a location change or cancellation due to conditions.	
<b>LOCATION</b>		
<b>11</b>	<p>Meet Head Coach at the beach on arrival for quick discussion about conditions and if lesson plan needs to be altered to suit.</p> <p><b>Location 1</b> Meet outside Spruce Goose Cafe, Lyall Bay Parade (Feel free to text me once you arrive 0211764073)</p> <p><b>Location 2</b> (Only if we text you changing it to location 2) Meet outside Maranui Surf Life Saving Club (The blue building) 7 Lyall Bay Parade, Lyall Bay, Wellington, New Zealand</p>	
<b>WHAT TO BRING</b>		
<b>12</b>	<p>Togs</p> <p>Towel</p> <p>Sun Screen</p> <p>Warm dry clothes to put on afterwards</p> <p>Swim wear</p>	
Please feel free to message me at any point <b>0211764073</b>		