

Frequently Asked Questions – Australian War Memorial School Bookings

Programs	
Maximum capacity	60 per program
1 hour	-Group sizes over 60 = 2 hours to complete -Group sizes over 120 = 3 hours to complete
45 minute	-Group sizes over 60 = 90 minutes to complete -Group sizes over 120 = 2.5 hours to complete
When booking please	-Select the program when making the booking online -Ensure the year level of students is correct
When available	-Facilitated programs can be booked from 9.00am. -Last session starting at 3.15pm
Key points	-Programs are delivered in the galleries -Focus on personal stories -Enable students to engage with objects and exhibits in the galleries -Option available to tailor content for the group

Discovery Zone	
Maximum capacity	60 per session Limit of 120 students (or two sessions) per school, per day
Duration	30 minutes
When available	-Discovery Zones can be booked from 9.00am, last session starting at 4.00pm -Dzone is unavailable for schools from 12.30-1.30pm as it is open only to the general public -Sessions start on the hour and half past the hour
Alternatives if unavailable	Split groups larger than 120 over multiple days 45 minute facilitated program

School Wreath Laying Ceremony	
Maximum capacity	100
Duration	Approximately 30 minutes
2017	10.45am Tues, Wed & Thurs 2.15pm Tues & Wed
2018	10.45am & 2.15pm, Tues, Wed & Thurs
2019	10.45am & 2.30pm, Tues, Wed & Thurs
Key points	-Developed specifically for students -Four students required for formal participation -School's local Member of Parliament is invited to attend -Veteran speaks with the students -Held outside
Alternatives if unavailable	Program - <i>We Will Remember Them</i> – includes a poppy laying ceremony in the Hall of Memory.

Last Post Ceremony	
When available	4.45pm daily – if available
Duration	Usually 30-35 minutes, concluding at approximately 5.20pm
Alternatives if unavailable	-Program <i>We Will Remember Them</i> – includes a poppy laying ceremony in Hall of Memory. -School Wreath Laying Ceremony
Key points	Requires prior booking -Designed for the general public, veterans and their families -Two students required to lay a wreath -Schools must remain in place once the Ceremony begins -Held outside in all weather

Final numbers email	
When	Request sent approximately two weeks prior to the school's visit date
Why	To ensure we have the most accurate student numbers and are best prepared for the school's visit
How	Every booking receives a final numbers email. Please respond to each request for final numbers. Simply add student and teacher numbers to the email template we send.
Last minute change in numbers or cancellation	Let us know as soon as possible via email, otherwise we may not be able to provide activities or you may be charged for the expected numbers

Cancellations	
Cancellations need to be made via email at least 5 business days prior to visit date Failure to do so will result in charges for all programs	

General reminders	
<ul style="list-style-type: none"> • Groups to arrive at Schools' Entrance 10 minutes prior to arrival • Email correspondence preferred, please avoid phone unless the enquiry is for group arriving that day • One arrival time =one booking • Two different arrival times = two bookings • To avoid any confusion, when making multiple bookings, please add 'group 1 of 3' etc in the comments section. <ul style="list-style-type: none"> • <u>Change of date or school - requires booking to be cancelled and new booking made</u> 	

For more information on our programs, please visit:

<https://www.awm.gov.au/visit/schools/programs>

