



LEAD TEACHER CHECKLIST

Please ensure the teacher visiting on the trip has this checklist ASAP

BEFORE I PAY

- Check your booking confirmation email is correct. You can amend booking details at any time before payment by calling 0371 222 6937 (Calls cost 13p per minute plus network extras)
- Make payment at least 10 days before your trip, we accept postal cheque, BACS transfer and card payment over the phone. Please call 0371 222 6937* to speak directly to our payments team.

BEFORE MY VISIT

- Arrange your free planning trip for two. You can use your paid booking confirmation as proof of booking.
- Download our Risk Assessment by clicking [here](#).
- Our **Education Team** will confirm your arrival time and allocated lunch time slot approximately a week before your visit date by email.
- Check parking and directions by clicking [here](#). Make sure you have your paid booking confirmation with booking reference number with you on arrival!
- Remember: You can ask a member of staff upon arrival to print a VAT receipt if required.

AFTER MY VISIT

- If you didn't collect a VAT receipt during your visit, you can still request one by calling 0371 222 6937*. This will be posted out to you within 7-10 days.
- Complete our feedback form we have emailed you so we can hear all about your time with us!

*Calls cost 13p per minute plus network extras

If you require further information, please check the [FAQs](#) or email the Education Team at

ldc.birmingham@merlinentertainments.biz



Resources and attraction map can be downloaded from our website.