



**GLOBE  
EDUCATION**

## **OUTREACH GUIDELINES**

**In order for us to successfully deliver your bespoke Outreach Project, we would ask you to please consider the following points:**

- A teacher/supervising adult must be present throughout all Globe Education workshops/lectures.
- Staff/supervising adults are responsible for the behaviour and safety of participants at all times.
- All workshop venues must allow sufficient space for participants to work safely and practically – please therefore ensure there are no tables or chairs in the way, and that the space is large enough for students to work in an active manner.
- No more than 30 participants can take part in a workshop.
- As our practitioners are freelancers, we will not usually be able to provide details of the person delivering your workshop in advance. We will select the most appropriate practitioner for your project and they will be fully briefed as to your requirements.
- Unless agreed otherwise, Globe Education can only provide a maximum of four and a half hours practice in one day.
- Any time outside of specified Outreach work is to be used at the practitioner's discretion.
- If more than one workshop is required per day, a break of 15 minutes must be scheduled between workshops.
- If workshops run for a full day, a lunch break of 1 hour must be scheduled.
- Any necessary transport between accommodation and the workshop venue must be provided by the customer.
- At least seven days' notice must be given of a cancellation. Any travel or accommodation that has been booked will be charged if outside this notice period.
- Lesson plans are not routinely provided. We will consider requests made at the booking stage but this may incur additional costs.
- Filming of Globe Education sessions is prohibited without prior permission.
- Please alert us to any possible press/PR around your event at the time of booking under "Additional requirements". We are afraid we cannot permit use of the Globe Education logo.