



# Special Needs **BOOKING REQUEST FORM**

FAX BACK TO EDUCATION OFFICER JULIE DANILOV ON (02) 4226 5530  
or email to [jdanilov@wollongong.nsw.gov.au](mailto:jdanilov@wollongong.nsw.gov.au)

**A minimum of two weeks' notice is required for guided tours and workshops.**

**Institution Name**.....

**Institution Address**.....

.....**Post code**.....

**Telephone** (.....).....**Fax** (.....).....

**Organiser name**.....

**Organiser email**.....

**Day and date of visit**..... **Time**.....

**Number of Students**.....**Year level**.....

**Description of type of Special Needs students** .....

**Do you have any students with special needs?**    **No**    **Yes**

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**Free tours:** (please select only one)

**Exhibition and Storeroom Tour (specific to needs, e.g. touch tour, Auslan tour)**

**Self Guided Tours**

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**Workshops**

**Practical workshop**

Cost: \$7 per student minimum, price may vary depending on type of workshop.

**Minimum of 15 participates.**

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## **Excursion Risk Management Assessment**

To assist teachers in preparing risk assessments for their own schools, the Gallery has prepared a *Venue and Safety Information* document for school excursions which can be downloaded from <http://www.wollongongcitygallery.com/html/education.html>

The latest information about exhibitions and education services is available at