

**CHINA DAY BOOKING FORM**

**Your details**

School name:

Contact person:

School address:

Contact Telephone number:

**Booking details** (please provide a **detailed timetable** for your event as soon as you can.)

Event date(s): \_\_

We would like to book a total of \_\_ instructor(s) for the following workshops:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Workshops | Sessions AM | Sessions PM | Instructors  (for office use only) |
| 1 | Mandarin language taster |  |  |  |
| 2 | Chinese characters demystified |  |  |  |
| 3 | Chinese Brush Calligraphy |  |  |  |
| 4 | Chinese paper-cutting |  |  |  |
| 5 | Arts & crafts (e.g. dragon making, paper folding ) |  |  |  |
| 6 | Kung Fu / Tai Chi (currently on hold) |  |  |  |
| 7 | Chinese Music and Songs |  |  |  |
| 8 | Chinese Folk Dance |  |  |  |
| 9 | Storytelling (Chinese stories and language) |  |  |  |
| 10 | Chinese Cookery \* (currently on hold) |  |  |  |
| \* Instructors’ cost: £\_ \*Travel cost: £ \*Ingredients costs: £ (for Cookery) | | | | |

**\* Booking fee:** £90 for a half-day (before or after 12:00 noon), £160 for a full day, per instructor, plus travel cost to and from the school. Workshops normally last for about 50 minutes per session, with maximum of 5 sessions per day per instructor, or max 3 sessions per half-day per instructor.

The Travel Cost will be agreed upon through email communications, depending on where the instructors will be travelling from and distance of the school.

We kindly ask that school provides lunch for all instructors booked in for a whole day, if possible. Please let us know in case the school is unable to provide lunch.

**\*\* Materials needed for each workshop and arrangements are listed overleaf \*\***

**\*\*\* To be completed and returned to the Confucius Institute at least one week prior to the event \*\*\***

**CHINA DAY BOOKING FORM (continued)**

Participants’ age range / Year Group: \_\_

Number of participants per workshop: \_\_ Total number of participants: \_\_

**Day schedule / Timetable is attached:** Yes / Not Yet

**Instructors:**

* do you need instructors to bring the University UCard, a photographic ID? Yes/No
* Please note, all our instructors have satisfactory DBS checks.

**For Mandarin language and Chinese characters:**

* have the students learned any Chinese before? Yes/No
* does the classroom have a ppt facility, internet access? Yes/No

**For Chinese calligraphy, our instructor will bring brushes and ink. Can the school provide:**

* old newspapers to protect worktops? Yes/No
* some plain white paper, for practicing? Yes/No
* does the room have a ppt facility, internet access? Yes/No

**For Chinese arts & crafts, can the school provide:**

* colour printing paper, glues and scissors, coloring pencils for students to use? Yes/No
* does the room have a ppt facility, internet access? Yes/No

**For Tai Chi, Kung Fu and/or Chinese Folk-dance, can the school provide:**

* a PE room/hall suitable for this type of workshop? Yes/No
* a CD player or sound system at the venue? Yes/No
* does the place have a ppt facility, internet access? Yes/No

**For Chinese cookery, can we get as much information as we can?**

* Cookery workshop venue

( ) can the school book into a food technology room or similar, with worktops, hygiene facilities, cooker (to boil the dumplings or fry vegetables), cutlery etc.?

How many hobs that can be used?

How big and how many pots (to boil the dumplings)?

How many plates and forks for eating?

How many pupils in total for the Cookery Workshop?

* Chinese dumplings filling, vegetarian:

( ) Vegetarian filling egg (carrots, mushrooms, spring onions, ginger, sesame oil, soy bean source, sugar, salt.)

* Fried Chinese Noodles (Choi Mein), vegetarian:

( ) Boiled noodles, fried with vegetables, e.g. carrots, broccoli, mushrooms, spring onions, ginger, soy bean source, salt.

* Purchasing ingredients: the cost of ingredients for this workshop is passed on to school.

School prefers the instructor to bring all ingredients and dumpling wrappings

( ) the above cost is to be billed to the school together with other costs.