

Life Education Queensland Visit Checklist

Follow our easy checklist to get the most out of your visit from Life Education Queensland!

UPON BOOKING CONFIRMATION

- Email all teachers to inform them of the dates of your Life Education Queensland visit. [Find an example here.](#)
- Include dates of Life Education Queensland's visit in your parent newsletter and remember to include a link to the Life Education Hub where parents can [login](#) and get more information about the program.

TERM PRIOR TO VISIT

- Organise permission forms and payment requirements for parents. [Here's an example.](#)
- Send a copy of last year's Life Education Queensland booking timetable to teachers to assist with module selection.
- Coordinate with staff to finalise visit timetable and complete and return the Class Needs Analysis to your educator.
- Promote visit details through your parent newsletter. Remember to share it via your social media page and tag @LifeEducationQueensland. [Here are some assets to help.](#)
- Communicate visit dates and van requirements with your groundsman, janitor or other responsible person to minimise disruptions. [Here are some important things to remember.](#)
- Send teachers the link to the information page for their chosen module on the Life Education hub, so they can access pre-visit resources. Remember teachers will need to [register](#) to view the material.
- Share the 'About Us' overview brochure that contains general information about Life Education Queensland with teachers. [Find a copy of the brochure here.](#)

2 WEEKS BEFORE YOUR VISIT

- Share a reminder about Life Education Queensland's visit on your Facebook page [remember to tag @LifeEducationQueensland] and in your parent newsletter to ensure timely return of permission slips and payments. [Here are some resources to help.](#)

- Communicate visit dates and van requirements with your groundsman, janitor or other responsible person to minimise disruptions. [Here are some important things to remember.](#)

- Share these [last minute reminders](#) with your teachers to make your sessions run smoothly.

FIRST DAY OF VISIT

- Greet the Life Education Queensland educator.
- Arrange a time for your school photographer to take photos and video of your students enjoying their Life Education Queensland experience.
- Share photos and videos of the Life Education visit on your Facebook page - and remember to tag @LifeEducationQueensland in your post.

AFTER YOUR VISIT

- Present a certificate at school assembly to the class that was most engaged with the Life Education Queensland session as advised by your Life Education Queensland educator.
- Share a photo of the certificate recipients on your Facebook page - remembering to tag @LifeEducationQueensland in your post.
- Remember to rebook now for the next calendar year so you can secure your school's dates. [Click here to book now.](#)
- Remind parents to enter the Life Education Queensland Parent Competition through your Facebook page and in your parent newsletter. [Find the competition here.](#)

We would love to hear your feedback about our visit, [please visit this link to complete](#) a satisfaction survey.

For more resources visit:
lifeeducationqld.org.au



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