



Confucius
Institute.

CHINA DAY BOOKING FORM

Your details

School name: _____

Contact person: _____

School address: _____

Telephone number: _____



Booking details (please also provide a **detailed timetable** for your event, thank you.)

Event date(s): _____

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

	Workshop	Sessions AM	Sessions PM	Instructor name (for office use only)
1	Mandarin language, culture and games			
2	Chinese Brush Calligraphy			
3	Chinese paper-cutting			
4	Arts & crafts (e.g. dragon making, paper folding)			
5	Kung Fu			
6	Tai Chi			
7	Chinese Music and Songs			
8	Chinese Folk Dance			
9	Storytelling (Chinese stories and games)			
10	Chinese Cookery *			
* Instructor cost: £_____ *Travel cost: £_____ *Ingredients costs: £_____ (for Cookery)				

*** Booking fee:** £60 for half-day (before or after 12:00 noon) and £100 for full day, per instructor, plus travel cost to and from school. Workshops normally last for about 50 minutes per session, with a maximum of 5 sessions per day per instructor (max 3 sessions per half-day per instructor).

We kindly ask that the school provide 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)

Age group:

Number of participants per workshop:

Total number of participants:

Timetable for the day schedule is attached: Yes / No / will be provided soon

Practical details, please circle accordingly:

- do you need the SCI instructor/s to bring a photographic ID? Yes/No
- do you need the SCI instructor/s to bring their DBS check? Yes/No
- what time would you like the SCI instructor/s to arrive? _____

For Mandarin language:

- 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:

- coloured paper, glues and scissors for each student 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 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 below?

- 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 that the instructor bring all ingredients and dumpling wrappings
() the above cost is to be billed to the school together with the staffing cost.