

UnderWater World Day Visit Checklist

Please use the following checklist as a guide to assist you and your students on how best to prepare for your visit to UnderWater World.

Pre-visit and Confirmation Process

Have you:

- 1. Received and reviewed Confirmation Letter for your groups visit?
- 2. Organized and confirmed your group's transportation?
- 3. Confirmed student and leader/chaperone numbers with UWW reservations staff?*
- 4. Confirmed date, arrival and departure times with reservations?*
- 5. Confirmed program choice with reservations?*
- 6. Confirmed all meal orders and advised reservations of any dietary requirements?*
- 7. Advised reservations if you wish to include the Rocky Shore Researcher program?*
- 8. Advised reservations if you wish to pre-order souvenir gift packs?
- 9. Reviewed UWW confirmation and cancellation policies?
- 10. Made copies of program booklets and reviewed relevant material with students?
- 11. Informed students of expectations, behaviour and dress code (if applicable)?

*** All confirmations must be finalised 14 days prior to arrival to ensure adequate staffing and food catering for your group.**

On Day Visit

Ensure you/students have:

- 1. Attendance/Roll sheet.
- 2. Emergency parent contact information for students.
- 3. Pens/pencils.
- 4. Copies of program booklets.
- 5. Water Bottles (optional).
- 6. Clipboards (optional).
- 7. Stopwatches (optional).
- 8. Cameras (optional).
- 9. Lunch or Morning Tea (optional).

If undertaking the Rocky Shore Researcher Program

Ensure you/students also have:

- 1. Hats.
- 2. Sunscreen.
- 3. Covered shoes suitable for walking on rocky shores (i.e. runners, boots etc).
- 4. Protective and comfortable clothing for outdoor activities.
- 5. Scrap paper for additional note taking.
- 6. ID Keys if wanted.
- 7. Wildguide to Moreton Bay (recommended reading).

After Visit

Have you:

- 1. Completed and returned your UnderWater World Evaluation/Feedback form?
- 2. Completed a Reservation Booking Form to reserve your spot for next year?

