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| **SRE Seminar Template** | |
| **School and team details** | |
| **School** | Name of the school where the seminar will be held |
| **Address** | Address of the school |
| **Date and time** | Date and time of the seminar (include set up/ pack down time if required) |
| **SRE Committee Co-ordinator and Contact details** | Include the Name and contact details of the person responsible for organising the seminar |
| **School SRE contact** | Include the name of the School SRE co-ordinator |
| **Presenter** | Include details of anyone involved in the seminar presentation |
| **Authorised by** | Include the Approved Provider who has authorised this person |
| **Department of Education Clearance** | All visiting presenters must sign the DoE Volunteer and contractor declaration |
| **Seminar Details** | |
| **Theme** | Include the overall theme of the seminar |
| **Connection to Curriculum** | How does this seminar connect to the curriculum? |
| **Aim** | Include the aim of the seminar |
| **Outcomes** | Include the teaching and learning outcomes |
| **Bible Passage** | Include the Bible passage/s the teaching content is drawn from if applicable |
| **Teaching Outline** | Include the basic points of the teaching that will be included |
| **Song/s** | Include links to song/s for people to listen to, along with lyrics |
| **Multi Media** | Include any links to multi-media to be used |
| **Visual Aids/ props** | Include visual aids/ props to be used |
| **Seminar Outline** | Include the format of the program and in what order the content will be included  Attach a risk assessment for the seminar, with any games or activities involving students specifically addressed. |
| **Equipment provided by school** | Include who will be responsible for accessing and running any school equipment |
| **Equipment provided by presenter** | Include what the presenter will be bringing |
| **Equipment provided by organiser** | Include equipment you need to provide |

Template is to be used in conjunction with SRE Seminar guidelines