

Planning Your Visit

Fill out this worksheet prior to contacting Catawba Science Center for an easier scheduling experience. Once scheduled, visit CSC's website to better prepare for the day of your field trip.

Program Title _____

Number of programs needed _____

You will need all teacher names. Group size for most programs is limited to 30 participants.

Date _____

Alternate #2 _____

Alternate #3 _____

Please note, CSC has the highest group visitation in March, April and May, between the hours of 9 a.m. and noon.

While there are no guarantees, it is more likely that there will be fewer other groups visiting if you schedule *outside* of the above months, days and times.

Time range available for your programs _____

Do you want your program at CSC, or at your school? _____

The Special Events Room (located in the planetarium building) can accommodate groups of 50 at a time for lunch. **Reserve in 30 minute time slots, on a first come, first served basis.**

No other lunch facilities are available at CSC.

Special Events Room Yes No

Time range needed _____

Now you're ready to make a reservation:

We encourage you to schedule well in advance. **To make a reservation, e-mail scheduling@catawbascience.org, or call (828) 322-8169 during CSC business hours.**

Please do not fax this worksheet in lieu of a phonecall or email.

Cancellations:

Please notify us immediately if you need to reschedule or cancel your visit. "No shows" and groups canceling within 24 hours of their scheduled visit will be charged the full amount. In the event of a rained-out program at Glenn Hilton Park, groups are encouraged to reschedule or have a self-guided exploration of CSC exhibits. *Programs rescheduled due to inclement weather will be charged the original date's fee.*