

Plan 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. You can also print grade-specific exhibit guides that include suggestions/questions for your students that are aligned with the North Carolina Science Standards.

Teacher's Name _____ Teacher's Email _____

School Name & Address _____

Teacher's Phone _____ Financial Secretary Email _____

Program Title(s) _____

Grade Level _____ Total # of students _____ Total # of buses _____ Estimated # of staff _____

Planetarium Show(s) _____

*Group size for programs is limited to 30 participants. Minimum is 18. If your group is smaller than 18, you will still be charged for the minimum amount.

Will you be bringing chaperones? **Yes** **No**

If yes, will they be self paying or are they included in the invoice? _____

Date _____ Alternate #2 _____ Alternate #3 _____

Please note: CSC has the highest group visitation in March through May, and October between the hours of 9:00 a.m. and 12:00 p.m.

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

Earliest arrival time _____ Latest departure time _____

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.

RESERVED IN 30 MINUTE TIME SLOTS PER GROUP OF 50, ON A FIRST COME, FIRST SERVED BASIS. A FLAT FEE OF \$30 IS REQUIRED TO RESERVE THE ROOM. Groups are welcome to picnic on the public lawn at no charge. No other lunch facilities are available at CSC year round.

Special Events Room for lunch? **Yes** **No**

Preferred lunch time _____

Now you're ready to make a reservation:

Email: SCHEDULING@CATAWBASCIENCE.ORG

Or Call: (828) 322-8169, X 301

We encourage you to schedule well in advance.

Please **do not** fax this worksheet in lieu of a phone call or e-mail.

PLEASE NOTE:

Once your trip has been confirmed you will receive a contract with an **ITINERARY, MAP, AND OTHER IMPORTANT INFO** about your trip.

Cancellations: Please notify us immediately if you need to reschedule or cancel your visit. Any group that does not give a **72-hour advanced notice** will be invoiced the full amount for their visit. 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.