



# Traveling Science Program Assembly Program Reservation Request Form

All reservations must be submitted at least 4 weeks in advance

School's Name \_\_\_\_\_  In-State School  Out-Of-State School  
 School's Address \_\_\_\_\_  Public  Title I  Private  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_  
 School Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ Other \_\_\_\_\_  
 Principal's /  Assistant Principal's Name \_\_\_\_\_ Email \_\_\_\_\_  
 Reserved By \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Assemblies are available October - December on Fridays and February-June on Thursdays and Fridays.**

Select three dates 1st Choice \_\_\_/\_\_\_/\_\_\_ 2nd Choice \_\_\_/\_\_\_/\_\_\_ 3rd Choice \_\_\_/\_\_\_/\_\_\_

School's Starting Time \_\_\_:\_\_\_am Ending Time \_\_\_:\_\_\_pm Program Location: \_\_\_\_\_

For the location of the program, we will need access to the room 15 minutes before and after each program for setup and cleanup. Please consider travel time, our performers are not able to from the Maryland Science Center before 8am. Also, if you would like multiple assemblies, you will need 30 minutes between programs.

MSC Arrival Time \_\_\_\_\_ **We will arrive 60 minutes prior to your program**

Select your program below (Each assembly is 45 minutes and a maximum capacity of 250)

What's the Matter?  Let's Science (January-June Only)

Assembly #1	Assembly #2	Assembly #3
Time _____:	Time _____:	Time _____:
# of Students: _____	# of Students: _____	# of Students: _____
Grade: _____	Grade: _____	Grade: _____
\$595 1 presentation	\$1,070 same title \$1,170 different titles	\$1,605 same title \$1,665 different titles

A \$180 overnight fee may be charged for travel to a location more than 2.5 hours away.

Estimated Cost: \$ \_\_\_\_\_ Payment Method  Check  Credit Card  Invoice/Purchase Order

Funds Provided by  PTA/PTO  School  Title I  Other \_\_\_\_\_

What entrance should our performers use? \_\_\_\_\_

Where should we park our Van(s)? \_\_\_\_\_

Any special instructions and/or requirements? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please submit this form by saving this filled out PDF document and emailing it to outreach@mdsci.org.  
Please note: A reservation will be generated using this form and you will receive a confirmation/contract and requirement sheet.**