



# 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 \_\_\_\_\_

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—programs are intended for 1st - 8th grade)*

☐ What's the Matter ☐ Let's Science That

Assembly #1	Assembly #2
Time _____:	Time _____:
# of Students: _____	# of Students: _____
Grade: _____	Grade: _____
\$625 1 presentation	\$1,150 same title \$1,250 different titles

*A \$250 overnight fee may be charged for travel to a location more than 2.5 hours away.*

Estimated Cost: \$\_\_\_\_\_ Payment Method ☐ Check ☐ Credit Card ☐ 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](mailto:outreach@mdsci.org).**  
**Please note: A reservation will be generated using this form and you will receive a confirmation/contract and requirement sheet.**