

**Science Museum of Western Virginia**  
**Science on the Go! Outreach Visit Request**  
**Fax to: Scheduling Coordinator, 540/ 224-1240**

Or mail to: Scheduling Coordinator, Science Museum of Western Virginia, One Market Square, Roanoke, VA 24011

The Science Museum is here to serve you, and we do our best to schedule the topics you request. Outreach Programs are scheduled on a first come basis. Please note that completing this form does not ensure your request is entered on our calendar: we will notify you by e-mail or in writing when your request is confirmed.

**One form per grade level, please.**

Teacher/Group Leader's Name: \_\_\_\_\_ Grade level: \_\_\_\_\_

School/Group Name: \_\_\_\_\_ School System: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Street Address, if different: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Please contact me by  phone—Best time to call: \_\_\_\_\_  e-mail  fax  US Mail

E-mail Address: \_\_\_\_\_  Send me e-mail updates

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_ Fax: \_\_\_\_\_

Number of programs requested: \_\_\_\_\_

Number of presentations of each program requested per day (5 maximum): \_\_\_\_\_

Number of students per presentation (30 maximum): \_\_\_\_\_

**List program titles in priority order. We make every effort to schedule your top choices.**

First choice: \_\_\_\_\_ Month preferred: \_\_\_\_\_

Second choice: \_\_\_\_\_ Month preferred: \_\_\_\_\_

Third choice: \_\_\_\_\_ Month preferred: \_\_\_\_\_

Fourth choice: \_\_\_\_\_ Month preferred: \_\_\_\_\_

Fifth choice: \_\_\_\_\_ Month preferred: \_\_\_\_\_

Sixth choice: \_\_\_\_\_ Month preferred: \_\_\_\_\_

Day(s) preferred:  Monday  Tuesday  Wednesday  Thursday  Friday

Dates not possible (holidays, field days, etc): \_\_\_\_\_

Daily class schedule: begins \_\_\_\_\_ ends \_\_\_\_\_

Grade level lunchtime: \_\_\_\_\_ to \_\_\_\_\_ Is this flexible? \_\_\_\_yes \_\_\_\_no

Are there any other times during the class day that might conflict with your schedule? \_\_\_\_\_

I have read the presentation requirements for each outreach requested (remaining in one room, access to a water source, etc) and our school can comply with the Museum's Educators' needs.

I have difficulty meeting the following requirement in my classroom. Please contact me about: