



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.
Please note: A reservation will be generated using this form and you will receive a confirmation/contract and requirement sheet.