



ONEIDA HERKIMER MADISON BOCES
 Information & Technology Services
 502 Court Street
 Utica, New York 13502
 Attention: Loren Dachary

PLANETARIUM SCHEDULING FORM

www.oneida-boces.org/planet (presentation list)

Please fax (315-793-8554) to Ms. Dachary 2 weeks before presentation date.

Date[s] of Presentation: _____ School Building: _____

School District: _____ Contact Person: _____

Set-Up Location: _____ Phone Number: _____

Email address: _____ After school phone number: _____

Date: _____

Time	Presentation	Teacher	Grade	# of Students

* Please schedule a minimum of 50 minutes per presentation with 5 minutes between each. At least 30 minutes should be scheduled for lunch, please!

In the interest of safety, a teacher/adult supervisor must accompany students inside the planetarium during each presentation. Also, New York State Health Codes require all participants to wear socks when entering and exiting the Portable Planetarium.