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

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

Please fax (315-793-8554) to Planetarium Coordinator 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: ____________________________

<table>
<thead>
<tr>
<th>Time</th>
<th>Presentation</th>
<th>Teacher</th>
<th>Grade</th>
<th># of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.