

Smith Planetarium Scheduling Form

Contact: **Teresa Miller** at telephone # **706-375-7946** [talk] FAX # 706-375-6037

Email: teresamiller@walkerschools.org

Scheduling a visit to the Smith Planetarium

Reservations

School groups may schedule by calling either John Hart at 706-375-STAR (7827) or Teresa Miller at 706-375-7946, and if no answer Jim & Shirley Smith at 706-375-3493.

Teresa and John are available: Monday through Friday from 9:00 to 11:30 A.M. and from 1:30 to 3:30 P.M.

- Make reservations as far in advance as possible (at least a week before visit)
- Before calling to make a reservation, determine transportation availability.
- Verbal reservations must be followed by a completed "Scheduling Form"

Information Needed for making a Reservation:

1. School name and phone number
2. Contact person's name, address, phone numbers and email
3. Grade level
4. Total number of students and adults that will be attending
The Planetarium has a maximum seating capacity of 92 plus some space for wheelchairs.
If your group is larger, arrangements for two separate programs will be necessary.
5. Number of wheelchairs
6. Special Education students?
7. **Date and time** with two alternative dates and times
(Have your calendar handy in case your chosen date(s) are filled.)
8. Will group bring lunches?
A climate-controlled "meeting room" with tables & chairs is available for large groups.
Groups may use the "meeting room" to eat box lunches brought from their school. Please leave the area clean. To use the "meeting room", make arrangements with Teresa Miller when making reservations. Food or drinks are not allowed in the planetarium theater, lobby or the "Helen Solomon Rock and Mineral Exhibit" area.

Tips on Visiting:

Restrooms: In planning your trip, be sure that students have had a restroom break before leaving school as restroom facilities at the planetarium are limited (only one commode for boys & two for girls).

Large Groups: Our 92-seat planetarium seems to be adequate for three (3) classroom size groups. With larger groups of 4 to 6 classrooms, teachers may decide to divide their group and allow part of the group to eat lunch while the others are in the planetarium and then switch out. Teachers are wise to plan a useful activity for students during "meeting room" time.

Age Limitations: Children are very different, but as a general rule, planetarium programs (even kindergarten-level productions) are not recommended for children under four years of age. Our programs are suitable for ages four and up.

Large items such as backpacks should be left at home, at school, in the bus, or in your car. Lockers are not available.

Our campus is **smoke-free** and **use of tobacco products is prohibited**.

Admission Costs for School Groups = \$4.00 per person Teachers are admitted free.

The Planetarium staff is in no way motivated by revenue, politics, tourism, or other similar considerations. However, a planetarium is a facility that needs to be operated, serviced, and kept current. Most funds are used to purchase new programs.

Smith Planetarium Scheduling Form

Contact: **Teresa Miller** at telephone # **706-375-7946** [talk] FAX # 706-375-6037

Email: teresamiller@walkerschools.org

Payment should be made by check or purchase order made out to "**Walker County Schools**" and it must indicate (on the check) that it is for planetarium admissions and should reference the date and group name.

Name of School: _____

School Address: _____

street

_____, _____, _____

city

state

zip code

School Telephone Number: _____

Teacher/Contact Name: _____

Teacher/Contact Number: Cell = _____

Teacher/Contact E-mail: _____

Grade Level: _____ Number of classes: _____

Total Participants: _____ + _____ + _____ = _____
students + # teachers + # other adults = TOTAL

Number of Wheelchairs: _____

Special Education Students? _____

If yes, bring any special items such as noise filtering headphones etc.

Date Request: _____ at _____
1st choice Time

Date Request: _____ at _____
2nd choice Time

Will the group need use of the "meeting room" for any activity? _____

If Yes, what purpose? _____

Will the group be visiting the Helen Solomon Geology room? _____

Remember:

- ★ \$4.00 per person
- ★ Make check or purchase order to: Walker County Schools with the memo: **Planetarium**