



Scotia-Glenville Children’s Museum...the traveling museum

# Scheduling Request Form

This is a request only. It is not a confirmation of programs scheduled. Confirmation will be e-mailed to you.

Requested by: \_\_\_\_\_ Email Address\*: \_\_\_\_\_

School Name: \_\_\_\_\_ School Address: \_\_\_\_\_

School Phone #: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_ School District: \_\_\_\_\_

Billing Information (accuracy is critical): \_\_\_\_\_

Program Requested	Number of sessions	Preferred Dates	Times	Classroom Teacher(s) and Grade Level	# students (max 28)

**\*Notes about Scheduling Programs**

- Program confirmations and resource sheet links will be e-mailed to this address. If you use a SPAM filter, please be sure to include ‘scheduling@thetravelingmuseum.org’ as a legitimate sender of messages. Check your ‘junk’ mailbox regularly for misdirected email.
- Review your confirmation upon receipt. Contact the museum with any changes or corrections. Share confirmation with appropriate people.
- Multiple programs should remain in the same room, and allow 15 minutes between each program for museum teacher preparation and set up.

**Scotia-Glenville Children’s Museum 303 Mohawk Ave Scotia NY 12302**  
**Fax 377-6593 Phone 346-1764 scheduling@thetravelingmuseum.org**