

School Information

RETURN THESE PAGES TO COSI FOUR WEEKS PRIOR TO YOUR EVENT DATE

COSI ON WHEELS is scheduled to be at your school:

Program Date : _____

Program Name : _____

Please help us prepare for this program by providing the information requested. A completed copy must be sent to:

COSI
Attn: Outreach Coordinator
333 West Broad St
Columbus, OH 43215
Or Fax: 614-629-3226

SCHOOL NAME : _____

SCHOOL ADDRESS : _____

SCHOOL PHONE # : _____

PRINCIPAL : _____ HOME PHONE: _____

CONTACT PERSON: _____

WORK PHONE: _____ HOME PHONE: _____

EMAIL: _____

LOCAL HOTEL SUGGESTIONS

(\$65-\$70/Night range. COSI will make the arrangements)

HOTEL: _____

HOTEL: _____

ADDRESS: _____

ADDRESS: _____

PHONE: _____

PHONE: _____

DRIVING DIRECTIONS

PLEASE PROVIDE DETAILED DIRECTIONS AND A MAP TO YOUR SCHOOL: _____

SET UP INFORMATION

SET UP TIME: _____ (This should be in the late afternoon or evening prior to your visit date. We require the assistance of two-four adults for one hour to help unload and set up. If the room where the program will be set up has a stairway barrier we will need four-six adults who are able to lift approximately 50 pounds).

SET UP LOCATION FOR ASSEMBLY: _____

SET UP LOCATION FOR HANDS-ON SESSIONS: _____ (The hands-on sessions require 8-10 eight foot tables that are set up prior to our arrival).

SCHEDULE FOR THE DAY OF THE PROGRAM

VOLUNTEER ORIENTATION TIME: _____ to _____ (Scheduled 45 minutes before school day begins).

ASSEMBLY TIME: _____ to _____ (Entire school will attend this 45 minute assembly *BEFORE* they participate in the hands-on sessions). *One additional assembly can be scheduled after lunch in place of session #5 if necessary.*

NUMBER OF STUDENTS FOR ASSEMBLY: _____ GRADES: _____

15 MINUTE BREAK TIME: _____ to _____ (To get students and volunteers in place prior to the first hands-on session).

HANDS-ON SESSIONS: (Scheduled for 30-45 minutes each for a **maximum of 62 students in each session.** Additional hands-on sessions can be added if necessary and if time permits).

TIME FOR SESSION #1: _____ to _____ #of students _____ Grade _____

TIME FOR SESSION #2: _____ to _____ #of students _____ Grade _____

TIME FOR SESSION #3: _____ to _____ #of students _____ Grade _____

TIME FOR SESSION #4: _____ to _____ #of students _____ Grade _____

LUNCH BREAK TIME: _____ to _____ (30-45 minutes for COSI Demonstrator and volunteers. Hands-on sessions cannot be scheduled during the lunch break).

HANDS-ON SESSIONS: (Scheduled for 30-45 minutes each for a **maximum of 62 students in each session.** Additional hands-on sessions can be added if necessary and if time permits).

TIME FOR SESSION #5: _____ to _____ #of students _____ Grade _____

TIME FOR SESSION #6: _____ to _____ #of students _____ Grade _____

TIME FOR SESSION #7: _____ to _____ #of students _____ Grade _____

TIME FOR SESSION #8: _____ to _____ #of students _____ Grade _____

CLEAN UP PERIOD TIME: _____ to _____ (Scheduled for 15 minutes with all volunteers. COSI Demonstrator will require an additional 30 minutes to complete the clean up. Two-three strong people are needed to assist the demonstrator with loading the vehicle).