

### On-The-Road Booking Form

The Lower Thames Valley Conservation Authority is happy to offer both environmental and heritage education programs in your space. Please complete this form to provide us with the information we need to start your booking process and we will be in touch:

#### Contact Information

- Contact Name: \_\_\_\_\_
- Contact Email: \_\_\_\_\_
- Contact Phone Number: \_\_\_\_\_
- School / Group Name: \_\_\_\_\_
- School / Group Phone Number: \_\_\_\_\_
- Address: \_\_\_\_\_

#### Booking Information:

- Please provide three potential dates for your program, we will do our best to accommodate these dates but bookings are on a first come, first served basis. If you do not have a preference we are happy to select a date for you.
  - Date 1: \_\_\_\_\_
  - Date 2: \_\_\_\_\_
  - Date 3: \_\_\_\_\_
- Arrival Time: \_\_\_\_\_
- Departure Time: \_\_\_\_\_

#### Group Information:

- Number of Classes / Groups (we can accommodate 6 groups in a day, 2 at a time): \_\_\_\_\_
- Number of Participants (maximum 30 per group): \_\_\_\_\_
- Number of Teachers, Leaders, or Chaperons: \_\_\_\_\_
- School Groups: Balanced Lunch Day: \_\_\_\_\_
- Number of Programs (we can host 2 programs at a time, 3 sessions in a day): \_\_\_\_\_
- Are there any needs or accommodations we should know about in advance (not just, but including, accessibility, allergies, exceptionalities, etc. ): \_\_\_\_\_

#### Program One

- Number of Participants: \_\_\_\_\_
- Age / Grade Level: \_\_\_\_\_
- Program Time: \_\_\_\_\_
- Program Selection: \_\_\_\_\_

#### Program Two

- Number of Participants: \_\_\_\_\_
- Age / Grade Level: \_\_\_\_\_
- Program Time: \_\_\_\_\_
- Program Selection: \_\_\_\_\_

#### Program Three

- Number of Participants: \_\_\_\_\_
- Age / Grade Level: \_\_\_\_\_
- Program Time: \_\_\_\_\_
- Program Selection: \_\_\_\_\_

#### Program Four

- Number of Participants: \_\_\_\_\_
- Age / Grade Level: \_\_\_\_\_
- Program Time: \_\_\_\_\_
- Program Selection: \_\_\_\_\_

#### Program One

- Number of Participants: \_\_\_\_\_
- Age / Grade Level: \_\_\_\_\_
- Program Time: \_\_\_\_\_
- Program Selection: \_\_\_\_\_

#### Program Two

- Number of Participants: \_\_\_\_\_
- Age / Grade Level: \_\_\_\_\_
- Program Time: \_\_\_\_\_
- Program Selection: \_\_\_\_\_