



# Hands-On Workshop Planning Guide



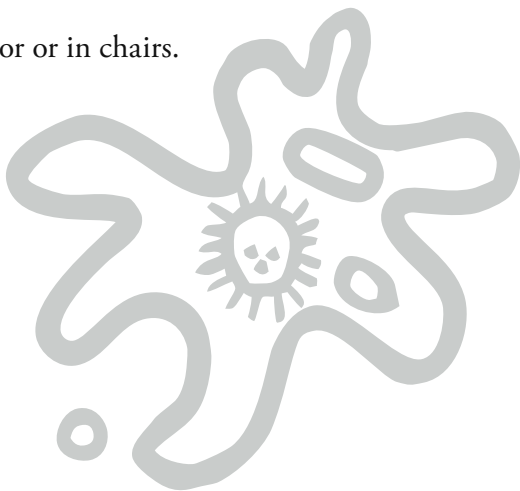
## General Program Details

- Payment is due in full 30 days prior to the event or your event is subject to cancellation.
- Museum staff will arrive 1 hour **before** the start of the program. Please have a representative at the front entrance to show us where to set up.
- There will be at least 1 Museum staff member who will lead the workshop.
- Shorter workshops don't require any volunteers. For 90-minute workshops, it is helpful to have a volunteer available, though not required.
- Break-down time varies considerably between the different programs. This may take up to one hour.
- Each participant will receive a discounted admission coupon to the Museum.

## General Site Requirements

(unless otherwise noted)

- All programs require that one room is dedicated for the full duration of the day as the Museum staff is not able to travel from class to class. If you are unable to guarantee one room, please contact the Outreach Coordinator.
- Participants can sit on the floor or in chairs. Tables are **not** necessary.
- Capacity is 30 students.



## Lab-Specific Requirements

### Star Lab

- Capacity depends on the age of the participants. Star Lab can accommodate 30 kindergartners or 20 middle school students.
- Requires a 25'x25' floor space with a 12' ceiling clearance.
- Requires a grounded outlet.
- Must be set up inside the building.



### Crime Lab 1 & 2

- 6 tables with 5 chairs at each.
- 1 presenter table near the front.
- 2 trash cans.
- Whiteboard, chalkboard or projector requested.
- Sink (of any size).

### Roller Coasters in Your Classroom

- Open space and walls.
- Any room will be appropriate.

### A Bug's Eye View

- 4-5 tables spread throughout the room.
- Requires a grounded outlet.
- Sink (of any size).

### The Water Cycle

- 5-6 tables spread throughout the room.
- Open floor space.
- Sink (of any size).

### Lights and Optics & Physics of Lights and Sounds

- Room should be darkened (blocking windows and doors with fabric or paper).
- Must have a grounded outlet available.

