Off-campus Program Booking Sheet

Date of program: ___________________ Program start time: ________________

**Contact Information**

First name: _________________________ Last name: __________________________
Phone number: ______________________ Email: _____________________________

**Program Information**

Name of organization/event: __________________________
Program location address: _____________________________
City: ______________ State: __________ ZIP: ______________
Program or booth? __________________________
  If program, which program? __________________________
  If program, how many sessions? ________________
  If booth, which type? __________________________
Number of participants: __________ Age of participants: ______
Special needs or concerns: __________________________

**Travel Information**

Miles from the Zoo: _______ × 2 = _______ Round-trip miles
Round-trip miles × $0.67/mile = $_________ travel fee
Total cost of event: $______________

**Payment**: A 50% deposit is due a week before the program and the remaining balance is due before the start of the program. We accept cash, check, or credit card. Checks should be made payable to the Racine Zoo. Please label your check with your name, program, and event date. We accept Visa, Mastercard, and Discover.

**Late Start**: Due to the popularity of our programs, presenters may be on tight time restraints. We will do our best to accommodate late start times, but reserve the right to cancel or adjust program length, depending on staff availability.

**Cancellations**: Cancellations of offsite programs are your decision and the 50% deposit is typically non-refundable. However, refunds may be given only in extreme circumstances. Please call as soon as possible to let us know of cancellations, and we will do our best to reschedule. The Racine Zoo reserves the right to cancel any programs due to unforeseen circumstances for a full refund.

**Office Use Only**

Calendar: __________ Deposit due: ______________ Invoice made: ____________ Invoice sent: ____________

**Program Pricing Information**:

$200 for the first session
$180 for each additional session at the same location on the same day
Program sessions can accommodate up to 60 participants.

**Booth Pricing Information**:

Information booth: $100/hour
Animal booth: $150/hour

All off-campus programs and booths incur an additional $0.67/mile round-trip travel fee.

**Available Programs**

Preschool–Kindergarten programs:
  - Animal Tales
  - Classification Clues
1st–8th grade programs:
  - Animals of the World**
  - Food Webs
  - Rambunctious Reptiles
Careers at the Zoo**
  **Also great for high schoolers

To discuss your program, please contact:
Conservation Education Department
Racine, Wisconsin 53402
(262) 636-9580
education@racinezoo.org