



ASSEMBLY SCHEDULE

Inside the Outdoors®



Return this schedule at least **FOUR WEEKS PRIOR** to your participation. **EMAIL** (ITOregistration@ocde.us), **FAX** (714-662-8716), or **district mail** to: Inside the Outdoors #94, 200 Kalmus Drive, Costa Mesa, CA 92628.

School _____ District _____ Phone _____

School address _____ Contact Name _____

We accommodate your school's schedule! Tell us what times you would like your presentations.

- Reserve one room for all programs. Limit class sizes to 40 students.
- Allow 15 minutes between lessons and 30 minutes for a lunch break.
- Notify your Front Office of our schedule and room for the day.
- Please note any special instructions (parking, school start/dismissal times, etc.) _____

On the day of the program, please provide:

- Multi-purpose room
- Projection screen
- Two tables, one for projector and one for animals

Assembly Topic (select one)

- Amazing Animals
- Birds of Prey

Assemblies are 45 to 60 minutes long depending on the grade level. The time schedule is as follows:

Kindergarten - 1st Grade 45 minutes
2nd Grade - 6th Grade 60 minutes

Maximum number of students is dependant on the size of your room. Confirming paperwork from Inside the Outdoors will list the number of assemblies for the day, not the number of students.

Date	Times	Grade Level(s)	Number of Students	Assembly Topic
	From: To:			
	From: To:			
	From: To:			
	From: To:			