



DATE OF PROGRAM:

SCHOOL NAME:

TYPE OF PROGRAM: 1 DAY RESIDENCY W. ASSEMBLY, T-SHIRTS

COST: (Assessed by Managing Director)

SCHOOL ADDRESS:

SCHOOL PHONE:

PRINCIPAL:

PRINCIPAL'S EMAIL:

T-SHIRTS ORDER:

_____ YOUTH SMALL _____ YOUTH MEDIUM _____ YOUTH LARGE

_____ ADULT SMALL _____ ADULT MEDIUM _____ ADULT LARGE

_____ ADULT XL (ADD \$4) _____ ADULT 2XL (ADD \$4)

_____ # of SHIRTS @ \$10 ea

_____ # of SHIRTS @ \$14 ea

_____ TOTAL (Due in full by date of program)

PRIMARY PERSON TO CONTACT: _____

CONTACT PERSON PHONE: _____ EMAIL: _____

WILL CONTACT PERSON BE AVAILABLE FOR ENTIRE DAY? YES NO

IF NO, PLEASE LIST ADDITIONAL CONTACT PERSON(S), WITH EMAIL AND TIMES:

TIME IN: _____ NAME: _____

TIME IN: _____ NAME: _____

TIME IN: _____ NAME: _____



In addition to payment due from page one, by signing and returning this contract I/my organization agree to provide the requirements listed below on (or before) the date of the program. Failure to provide these requirements on or by the date of program will result in nullification of contractual obligations for StoryWorks.

SIGNATURE: _____

DATE: _____

1 DAY RESIDENCY REQUIREMENTS

- ✓ SCHOOL CONTACT PERSON: An adult school representative (can be volunteer, parent, staff member, or teacher) must be present for all interviews involving children
- ✓ SIGNED CONSENT FORMS FOR ALL VIDEO INTERVIEWS:
 - For each child participant (Parental Consent/Child Assent)
 - For each interview guest (Informed Consent)
- ✓ PARTICIPANTS' LIST: (See next page) Contacting guests to schedule interviews is the responsibility of the school and/or contact person
NOTE: *STORYWORKS WILL NOT CONTACT GUESTS*
- ✓ INTERVIEW ROOM: QUIET ROOM WITH DOOR (NO THRU TRAFFIC) SEATING CAPACITY FOR 5, INCLUDES
 - 5 chairs
 - 2 small tables: 1 in room, 1 outside of room to register guests
 - Space for video camera tri-pod
 - 2 Electrical outlets
 - Wireless signal (if possible)
- ✓ STORY INSTRUCTION CLASSROOM: MUST BE ON SAME FLOOR AS INTERVIEW ROOM
 - Movable chairs with space to form a circle
 - Writing area for group: 1 large table for decorating shirts
 - Wireless signal, if possible. Access to computers for children is a plus!
- ✓ ASSEMBLY SPACE
 - Giant Projector Screen (Large White Wall okay)
 - Standing Microphone
 - Large Screen Projector with Sound (must be compatible with computer laptop for digital programs)
 - On-floor Sound controller, or other AV personnel during assembly (this should be someone available for the 40 minute program to run sound and help with technical difficulties)



[SCHOOL NAME] _____ [DATE] _____
PARTICIPANTS' LIST

PLEASE PROVIDE THE FOLLOWING INFORMATION.

CHILD 1 _____

GUEST 1 _____

INTERVIEW TIME: 9:00-9:30 (1)

CONSENT FORMS?	YES	NO
ASSEMBLY?	YES	NO
T-SHIRTS?	YES	NO

CHILD 2 _____

GUEST 2 _____

INTERVIEW TIME: 9:30-10:00 (2)

CONSENT ?	YES	NO
ASSEMBLY?	YES	NO
T-SHIRTS?	YES	NO

CHILD 3 _____

GUEST 3 _____

INTERVIEW TIME: 10:00-10:30 (3)

CONSENT ?	YES	NO
ASSEMBLY?	YES	NO
T-SHIRTS?	YES	NO

CHILD 4 _____

GUEST 4 _____

INTERVIEW TIME: 10:30-11:00 (4)

CONSENT ?	YES	NO
ASSEMBLY?	YES	NO
T-SHIRTS?	YES	NO

CHILD 5 _____

GUEST 5 _____

INTERVIEW TIME: 11:00-11:30 (5)

CONSENT?	YES	NO
ASSEMBLY?	YES	NO
T-SHIRTS?	YES	NO



[SCHOOL NAME] _____ [DATE] _____
NAMES OF PARTICIPANTS IN PROGRAM

PLEASE PROVIDE THE FOLLOWING INFORMATION.

CHILD 6 _____

GUEST 6 _____

INTERVIEW TIME: 11:30-12:00 (6)

CONSENT FORMS?	YES	NO
ASSEMBLY?	YES	NO
T-SHIRTS?	YES	NO

CHILD 7 _____

GUEST 7 _____

INTERVIEW TIME: 12:00-12:30 (7)

CONSENT?	YES	NO
ASSEMBLY?	YES	NO
T-SHIRTS?	YES	NO

CHILD 8 _____

GUEST 8 _____

INTERVIEW TIME: 12:30-1:00 (8)

CONSENT?	YES	NO
ASSEMBLY?	YES	NO
T-SHIRTS?	YES	NO