

# PLANNING YOUR OUTREACH VISIT

NORTH CAROLINA AQUARIUM AT PINE KNOLL SHORES

## CHOOSING THE RIGHT PROGRAM FOR YOUR GROUP:

To help accommodate groups of all sizes, we offer traveling programs for both small and large groups. Except where specified, all programs bring live animals!

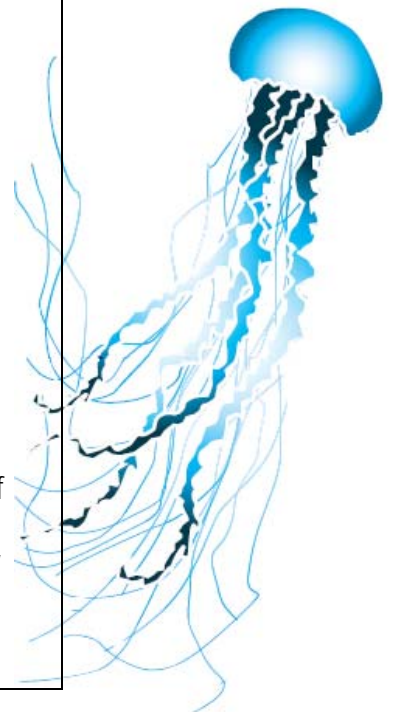
- For **smaller groups**, we recommend choosing from our interactive lab programs we call Aqua-Exploration Labs. Due to the hands-on nature of these programs, participation is limited to a *maximum of 30 students* per session. Programs are 45-90 minutes in length, and location must be able to accommodate tables and chairs for student seating.
- For **larger groups** with 35-150 participants, we recommend choosing an Interpretive Animal Program. These programs are suitable for smaller groups and *auditorium style presentations*. These programs entertain and educate using costumes, props and LIVE ANIMALS! Programs are 45-60 minutes in length, and children will have the opportunity to touch at least one animal.

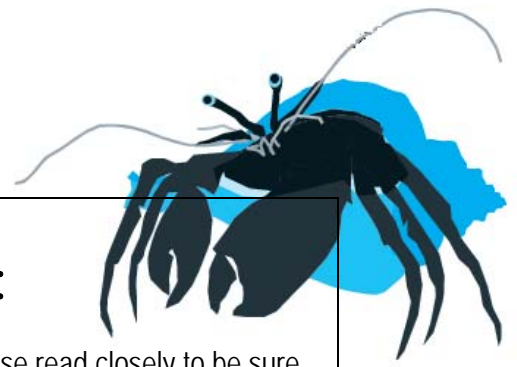
## SCHEDULING YOUR OUTREACH PROGRAM:

Our programs are scheduled on a first-come, first-served basis. The earlier you apply, the more likely you will be able to reserve your preferred date. Once you **contact our office** through one of the methods below, we will check on outreach availability, and contact you to confirm the visit. You will receive a confirmation letter and invoice when your reservation is booked.

- **Phone:** Call (252) 247-4003, Monday – Friday, 8 a.m. to 5 p.m. Please have information from the Outreach Reservation Form available when you call.
- **Fax:** Fax your Outreach Reservation Form to (252) 247-0663; Attention: Outreach Coordinator .
- **Mail:** Send completed Outreach Reservation Form to: Outreach Coordinator, N.C. Aquarium at Pine Knoll Shores, P.O. Box 580, Atlantic Beach, N.C. 28512-0580

**\*\* Please DO NOT send fees with the reservation form.** Fees will be due upon receipt of the program invoice. Fees may be paid by cash, check or credit card. Deposit may be required, especially for programs that require an overnight stay. A cancellation fee may be charged if you cancel your event within seven (7) days of the scheduled program.





## THE DAY OF YOUR OUTREACH PROGRAM:

The day has arrived and your students are excited about the Aquarium visit! Please read closely to be sure you and your students are prepared for the programs.

- Please have the program location set up and ready for the instructor 30 minutes prior to the start of the first program. It is important that students are ready to begin on time. If we start late, the programs may be cut short.
- Upon arrival, our instructors will check in at the school office. They will arrive 15-30 minutes prior to the first scheduled program. In the rare circumstance that instructors are running late due to traffic, they will call the front office to inform you of any possible delays.
- All programs* require two tables for Aquarium exhibits, and close access to a power outlet. See your confirmation letter for specific location needs.
- For *large group* programs, students may sit in chairs or on the floor. These programs require a projector screen and access to the audio system, if one is available.
- For *small groups*, students must sit at tables or desks. Some of these programs require a projector screen and access to a sink and running water.
- Name tags for students are recommended, especially for small group programs.
- Your staff **MUST** remain with the children *at all times* and are responsible for supervision of students. Teachers are responsible for keeping the group together and on task, especially for dealing with negative behaviors that take away from the other students' enjoyment of the program.
- Live animal interactions will take place in almost all programs. Please help your students to follow instructions when dealing with these animals, as it helps us to better teach your students and helps our animals avoid stress.

## QUESTIONS FOR THE OUTREACH COORDINATOR:

Outreach Coordinator  
Tel: (252) 247-4003

Please remember that we are often on the road at outreach events around the state. We will return your calls as soon as possible!

