

OUTREACH BOOKING SHEET

Name of Caller: _____ Contact Number: (____) ____ - ____

Outreach Address: _____

Today's Date: ____ / ____ / ____ Approx. Head Count Adults: _____

Date of Event: ____ / ____ / ____ Kids: _____

Time of Event: _____ Email: _____

Please be sure to tell them we require a 48-hour cancelation notice.

Outreach Program Ages:	\$125 per Hour	Note: Try not to schedule classes bigger than 25 kids.
Pre-School Outreach Program	\$62.50 per 1/2 Hour	Note: Pre-school groups get a discount due to their age.

Scheduled By: Phone _____ Email _____

If by Email, Employees that where part of the email: _____

If by Phone, Employee Name: _____

Notes: _____
