

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:	\$62.40 per Hour	Note: Try not to schedule classes bigger than 25 kids.
Pre-School Outreach Program	\$31.20 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: _____

