**DATE: LOCATION:**

**TIME:**

**MEDIA CONTACTS (school newspaper, local newspaper, etc.):**

**DROP-OFF / PICK-UP LOCATION (please include GoogleMap link):**

**PARKING INFORMATION (please include GoogleMap link):**

**LOCATION OF DISPLAY:**

**SPACE CONFIRMATION FROM SCHOOL OF DISPLAY (please attach a screenshot or email your Regional Coordinator with your space reservation confirmation):**

**GROUP CONTACT NAME:**

**GROUP CONTACT NUMBER**:

**STUDENTS AT TOUR DISPLAY:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NAME** | **EMAIL** | **PHONE** |
| **Setup 11:45-12:00pm** |  |  |  |
| **PERSON 1** |  |  |  |
| **PERSON 2** |  |  |  |
|  |  |  |  |
| **12:00-1:00pm** |  |  |  |
| **PERSON 1** |  |  |  |
| **PERSON 2** |  |  |  |
|  |  |  |  |
| **1:00-2:00pm** |  |  |  |
| **PERSON 1** |  |  |  |
| **PERSON 2** |  |  |  |
|  |  |  |  |
| **2:00 - 3:00pm** |  |  |  |
| **PERSON 1** |  |  |  |
| **PERSON 2** |  |  |  |
|  |  |  |  |
| **3:00 – 4:00pm** |  |  |  |
| **PERSON 1** |  |  |  |
| **PERSON 2** |  |  |  |
|  |  |  |  |
| **Cleanup 4:00-4:30pm** |  |  |  |
| **PERSON 1** |  |  |  |

**Be sure to print out club info sheets for the table, including the following information:**

**-Group Contact Information (email, Social Media pages)**

**-Your next meeting(s)**

**-Your next event(s)**

**Either print this on ¼ sheets of paper, or labels (typical return-address size) that we can affix to drop cards.**