



## **Preparation Checklist for your Try it Truck School Program with the Bay Area Discovery Museum**

We are so excited for our visit to your school with the Try it Truck! Here is a checklist to help you plan for our visit.

### **When you receive this email:**

- Review your scheduled date to make sure that there are no scheduling conflicts
- Plan and arrange for a place to park the Try it Truck on your site for the program. We need a space roughly the size of a basketball court to park the Truck and set up 6-8 stations.
- Send home family letters and start recruiting for volunteers/chaperones. We require a minimum of 3 chaperones per classroom
- Send follow up email to BADM coordinator to provide information regarding timing of the school day - start, lunch, dismissal (We use this information to build a schedule based on the number of classrooms we can serve each day)
- Give us an estimate of how many kids and adults there will be at the program

### **Breakdown of Truck Sessions (dependent on which truck program you booked):**

- 1 Session Truck Program
  - 1 hour set up
  - 75 minutes of programming
  - 1 hour clean up
- 2 Session Truck Program
  - 1 hour set up
  - 2.5 hours of programming
  - 1 hour clean up
- 3 Session Truck Program
  - 1 hour set up
  - 30 minute lunch break for BADM staff
  - 3.5 hours of programming
  - 1 hour clean up



Bay Area  
Discovery  
Museum

**Before the Try it Truck visits your school please check:**

- Arrange for a place to park the Truck (roughly the size of a basketball court)
- Have an accessible outlet within 100 feet of where the Truck will be parked so we can use our high-tech tools
- Have 6 tables available for use
- Have an available re-location in the case of rain
- Provide access to a sink

**Cancelling and Rescheduling:**

Cancellations must be made more than 30 days in advance to receive a full refund. Fees will be applied for events cancelled less than 30 days in advance or for visits rescheduled within 14 days of the program date. Cancellations made less than 14 days in advance will be charged the full amount.