



Dear

Thank you for agreeing to provide an activity station at the 2004 Space Day national event Thursday, May 6, 2004 at the Smithsonian Institute National Air and Space Museum's Steven F. Udvar-Hazy Center. Participation by your organization will ensure a richer Space Day experience for over 1,000 young people.

Attached you will find a checklist that we would like you to complete and return to the person listed on the form. **Please complete one form for each activity station.** Having this information in advance will ensure we have provided everything you need to make your activity a success. We would like this information by March 15. If you need additional time, please let us know what to anticipate.

There are only two restrictions on the type of activity you conduct. You will not be able to conduct an activity that requires water or involves launching anything into the air.

You will be able to set up your activity station the evening of May 5th beginning at 6:00pm. It will be difficult to accommodate setups the morning of May 6th as staff will be preparing for the annual ceremony at 9:00am that begins Space Day. All personnel should be at their stations and ready to start by 10:00am May 6th. We expect invited school students to leave by about 2:00pm.

Please let us know if you have any questions or if there is any way in which we can help you prepare for Space Day. I can be reached by e-mail at darrylkay@aol.com or by phone at 888-340-2006.

Sincerely,

Kay Armstrong
Program Manager



...Blazing Galactic Trails

Activity Station Checklist Space Day 2004 May 6, 2004

Name of Organization:		
Name of Contact Person:		
Phone #:	Cell Phone #:	
Fax #:	E-mail:	
Name of Activity:		
Name of Person(s) Facilitating the Activity:		
Brief Description of Activity:		
Following is a list of questions that will help us plan the space for your station:		
How much square footage will you need?		
Will you need electricity?		
How much time will the activity take?		
How many people can you accommodate at one time?		
Will you need volunteers? If yes, how many?		
Can you be adjacent to another activity station?		
Are there any activity stations you do not want to be near? (Explain)		
Following is a list of equipment. Please check each item you will need and how many:		
Table(s)	How many?	Chair(s) How many?
		Extension Cord(s) How many?
___ Other:		

Please return your form via e-mail or fax by **March 15, 2004** to:

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