

**SAMPLE SCHEDULE 1**

**PLANETARIUM SCHEDULE**  
 30 minute presentations  
 Location: Gym

A ten minute window between each session allows for smooth transition time.

TEACHERS	GRADE	TIME	#STUDENTS (approx)	Period
Smith, Clay	8	8:00-8:30		1
Jordan	8	8:40-9:10		1
Brown	8	9:20-9:50		1
Foster, Richardson	7	10:00-10:30		3
Johnson, George	7	10:40-11:10		3
Bell	7	11:20-11:50		3
CENTRAL OFFICE EMPLOYEES		12:25-12:45		
Stubbs	6	12:50-1:20		6
Barnes, Waller	6	1:30-2:00		6
Smith, Johnson	6	2:10-2:40		6

Knowing the grade level of each group helps the presenter with content and behavior expectations.

This is a great way to show administration what you are doing to make learning real for your students!

## SAMPLE SCHEDULE 2

### Planetarium Schedule for Friday, August 28 45 minute presentations

Class Period	Time	Classes	Total # of Students
1 <sup>st</sup> Period	7:45 – 8:37	Miller's 1 <sup>st</sup> period -13 (student list) Poole's 1 <sup>st</sup> period – 13 (student list)	26
2 <sup>nd</sup> Period	8:39 – 9:30	Miller's 2 <sup>nd</sup> Period -14 (student list)	14
3 <sup>rd</sup> Period	9:32 – 10:09	Miller's Friday Learning Strategies – 4 (student list) Smith's Friday Learning Strategies – 11 (student list) George's Friday Learning Strategies – 9 (student list)	24
Break	10:09 – 10:20		
4 <sup>th</sup> Period	10:22 – 11:10		
Lunch (7 <sup>th</sup> )	11:10-11:34	Mrs. Ann's 3 8 <sup>th</sup> graders will need to eat lunch with the 7 <sup>th</sup> grade.	
5 <sup>th</sup> Period	11:36 – 12:26	Jones' 5 <sup>th</sup> Period – 15 (student list) Mrs. Walton's – 3 (student list)	18
6 <sup>th</sup> Period	12:28 – 1:18	Miller's 6 <sup>th</sup> Period – 10 (student list) Jones' 6 <sup>th</sup> Period – 16 (student list)	26
7 <sup>th</sup> Period	1:20 – 2:08	Miller's 7 <sup>th</sup> Period – 10 (student list) Jones' 7 <sup>th</sup> Period – 15 (student list)	25
8 <sup>th</sup> Period	2:10 – 2:58	Miller's 8 <sup>th</sup> Period – 8 (student list) Jones' 8 <sup>th</sup> Period – 11 (student list)	19

Including the actual bell schedule lets the presenter allot time for transitions.

Giving specific instructions for teachers helps everyone stay on schedule.

Miller's Friday Learning Strategies who report to Smith:  
(I'm taking 11 of his students; he is taking 10 of my students)  
(student list)

Miller's 7<sup>th</sup> Period – 11- Mrs. Ann will keep my students in my classroom  
(student list)

Miller's 8<sup>th</sup> Period – 13 – Report to Mrs. George  
(student list)

Including lists of student names (removed here for privacy) minimizes confusion for teachers, administrators, and office workers.

### SAMPLE SCHEDULE 3

#### Planetarium Schedule: 40 minute Sessions

Including specific topics you would like the presenter to include is always helpful!

MAIN TOPICS: earth in space, seasons (from different points of view), moon phases, Earth's place in the universe (solar system, galaxy, universe), and constellations

<u>CLASS</u>	<u>TIME</u>	<u>total</u>
1st Period	7:10 – 8:05	35
2nd Period	8:08 – 8:57	29
Break	9:00 – 9:08	
3rd Period	9:11 – 10:00	30
4th Period	10:03 – 10:52	34
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1st Lunch (8th)	10:55 – 11:18	
5th Period	11:22 – 12:14	31
6th Period	12:18 – 1:07	33
7th Period	1:10 – 1:59	30
8th Period	2:02 – 2:50	34

Letting students come during their science class is always a simple option, if it is possible in your situation.

Estimating the number of students in each session is helpful for presenters.