

If you are including a zoo visit with your author event, the following is for you:



Thank you for scheduling a Promotions Outreach program for your group. We are sure you will find the program exciting and educational.

While Linda will contact the zoo to check on availability, you will book your visit directly with the zoo. The following is very important:

With every correspondence, you must give your name, your school's name, and specify that this is for an Author Visit.

In preparation for your program, please note the following:

- Promotions Handlers will arrive approximately 15 minutes before the program's scheduled start time.
- We must have an area where handlers can pull right up the building to unload the animals. An elevator is necessary to get animals upstairs if the program is not on the first floor.
- We need a holding area where the animals and crates can be kept before, during and after the program out of the public's view.
- Presenters will need one 8 foot table and where they can display smaller animals if necessary.
- The program will be **30 minutes** in length.
- Please provide a microphone if you have an audience size that requires one.
- We will bring a variety of animals to your facility. These animals may include mammals, reptiles and birds. We do not know what animals we will be bringing until the day of the program.
- The Promotions outreach program is designed to bring animals up-close to audiences, but students will not touch the animals.

We look forward to visiting you. If you have any questions about your program, please call Shannon Swint at the Promotions Department at 614-724-3433. Be sure to give them your name and the name of your school, and tell them this is for an Author Visit each time you contact them

Please only speak to Shannon about this special Author-Zoo Visit