This page is to help us cover most of the bases. However, each event is unique and will have different requirements. Please do not hesitate to our Program and Event Coordinator if you have any questions.

How to book a Texana Living History Association program for your school

- 1. Browse through our website to get an idea of how we can help you.
- 2. Contact our Program Coordinator for more information and let her know the specifics for your needs. She can forward a current price list and other information for you.

kathy.ogle@swbell.net or 214-906-5792

3. Check with the teachers in your grade level and verify the school calendar for possible date conflicts. When you have a date in mind, contact Texana's Program Coordinator to see if these dates are available. For your convenience, we suggest using email with a follow-up phone call to work out details. We will need the following information:

School Name, address, phone #

School Coordinator's name, phone #, email address, best time to call

Type of Event you are requesting

Date of the event

Time of the event

Number and grade level of students who will attend

- 4. If you are a member of ArtsPartners, please submit a voucher request to AP for funding.
- 5. Texana Program Coordinator will contact you and work out the details for your event.
- 6. For ArtsPartners funding, remember that we MUST receive the AP APPROVAL # from you BEFORE we can confirm the booking and before the voucher expires.
- 7. For campsites, the school is responsible to obtain a fire permit. Also, please notify all security and office personnel that we will be having a small cooking fire that day. Sometimes neighbors get concerned if they see the smoke.
- 8. Several of the Texana Characters use non-firing weapons and/or knives as part of their costumes. These are extremely safe and we want to be sure that everyone is aware of them. If these are required for the program, we request that your principal sign a Weapons Permit to allow us to bring these on campus. Also, please notify all security personnel of these items.
- 9. You should receive a final confirmation and invoice (if appropriate) from Texana about 1 month prior to the event.
- 10. For large events such as campsites, the Texana Program Coordinator may schedule a site visit about 2 weeks prior to the event. This will take 30 minutes -1 hour. Be sure to discuss any concerns that you have at that time. If any major changes are made to the program a new confirmation will be issued.
- 11. Be sure to remind all of the teachers that Texana is coming and double check the school calendar for possible conflicts.