

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Request for a Presentation by Subaru Staff

(Please mail to 650 North A'ohoku Place, Hilo, HI 96720 or fax to 1-808-934-5984 Attn: Mari Endo)

Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 1. The objectives of your request:

## 2. Check one that you apply:

- Tour only at the Hilo Base Facility                       Lecture only at the Hilo Base Facility  
 Lecture and Tour at the Hilo base Facility  
 Lecture at: \_\_\_\_\_

if so, please provide a projector, a projector screen, and a wagon.

## 3. Schedule Preference:

First Choice: on \_\_\_\_\_ (date) from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ (time)

Second Choice: on \_\_\_\_\_ (date) from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ (time)

## 4. Participants:

- 4.1  Students (Grade: \_\_\_\_\_)     Adults only  
4.2 How many? \_\_\_\_\_ students + \_\_\_\_\_ teachers + \_\_\_\_\_ others = \_\_\_\_\_ people  
4.3 Relevant topics they have learned at school (if any): \_\_\_\_\_  
4.4 Requests on topics for the lecture (if different from 4.3): \_\_\_\_\_  
4.5 If high school or university/college students, are they studying physics? (Circle one.)    Yes    No

## 5. Preferred method of contact (Select at least one):

- E-mail (Subaru's preference): \_\_\_\_\_ (if different from above)  
 Phone (ground/cell): \_\_\_\_\_ (if different from above), Specific time: \_\_\_\_\_

## 6. Already have a contact person with Subaru who has offered to give a tour or lecture?

- No.     Yes.: \_\_\_\_\_ (Name of staff)

## 7. Any other special requests or comments:

## 8. Who referred you to Subaru's outreach program?

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Thank you for your interest in Subaru Telescope. We will get back to you as soon as possible.

\*\*\*\*\* for official use \*\*\*\*\*

Received on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Staff Host: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## List of Visitors to the Subaru Hilo Base Facility

Group Leader: \_\_\_\_\_

	Name (print)	Affiliation
1		
2		
3		
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