



Community Outreach Education Table Information

Thank you for your interest in having NMWC at your Community Event! Please read the following Community Education Table Information & Policies. A completed and signed copy of the Community Education Table Request Form must be sent to:

New Mexico Wildlife Center, 19 Wheat St, Espanola, NM 87532
email: education@newmexicowildlifecenter.org
phone: (505) 753-9505

Our Community Outreach Education Table includes animal artifacts (skulls, feathers, pelts, etc.), wildlife information handouts, and a NMWC educator with a live Ambassador Animal.

If you would like us to highlight a specific topic, please indicate below.

Community Outreach programs are \$100-\$400/hour plus the mileage fee. Our education team will provide you with a program estimate upon receipt of the request form.

Reservations: Schedule early to help ensure your preferred date and time. All reservations are made on a “first-come, first-served” basis. **Two weeks advance registration is required.** Reservations are confirmed only when you receive an email from our education staff finalizing the date and time in response to your completed request form.

Mileage Fees: A mileage fee of \$0.54 per mile round trip from New Mexico Wildlife Center, rounded to the nearest dollar, will be charged for all programs in addition to the base program fee.

Payments: Payment is due in full by the day of the program. Checks, cash or credit card (MasterCard or VISA) are accepted. Make checks payable to NMWC. Persons scheduling programs are responsible for all fees. Checks returned for insufficient funds will be charged an additional \$35 fee.

Cancellations & Refunds: No refunds will be provided for events cancelled by the scheduling group. Should the cancellation be due to road conditions or another similar reason, NMWC will make a reasonable effort to reschedule the program. A full refund will be provided in the event that NMWC must cancel a program and no alternative date can be scheduled.

By typing my name in the field below, I attest that I have read, understand and agree to the terms on this page. The New Mexico Wildlife Center, its officers, volunteers, employees and any cosponsor of the activity shall be held harmless from and against all liability for accident or injury to participants arising out of participation in this program.

Name: _____ Date: _____



Community Outreach Education Table Request Form

Name of Organization:

Organization Address:

Event Name:

Event Address:
(if different from above)

Contact Person:

Contact Phone:

Contact E-mail:

Anticipated Number of Attendees: Mark one: Adults Youth Both If Youth, Ages:

Date Requested:		Requested Start and End Times:	
1st Choice	<input type="text"/>	1st Choice	<input type="text"/> to <input type="text"/>
2nd Choice <small>(if date is flexible)</small>	<input type="text"/>	2nd Choice <small>(if time is flexible)</small>	<input type="text"/> to <input type="text"/>

Please note that NMWC's standard outreach programs are 1 hour. Longer programs are possible; please email us for additional information and to share your program needs.

Mark one: Indoor Event Outdoor Event Both / Either Available

Are there any animals you would prefer we NOT include during the program?

Owls Snakes Other: _____

If there are any specific topics you'd like us to highlight at our table, please tell us here:

Any other things you'd like us to know?