

\* Introduction \*

The astronomy department at San Diego State University (SDSU) operates a small (~40 seat), old (c. 1959), planetarium (a room in which images of stars, planets, and constellations are projected on the inner surface of a dome) on the second floor of the physics-astronomy building (PA-209). The primary purpose of the planetarium is for instructional use within the department's astronomy laboratory class (ASTR 109); it also sees limited use in support of the department's larger lecture-based courses (e.g., ASTR 101). The planetarium is typically operated by the graduate students, who teach the laboratory classes and serve as teaching associates for the introductory lecture courses. There are no staff members within the department who give planetarium shows, and there are no regular "public" shows given by the department. (One exception in recent years -- and, probably the best way to see the planetarium in action -- has been during the "SDSU Science and Engineering Sampler Day", which usually occurs in tandem with "Explore SDSU Day", typically in March of each year. During that day, planetarium shows are offered to the public on the half-hour from 9 AM - 2 PM; please see the "SDSU Science and Engineering Sampler" web pages to see if and when the event is happening, as it does not occur every year.)

Occasionally, the planetarium is used by the astronomy department for public, "outreach", events. These are typically run by a graduate student or faculty member, and employ the use of several additional volunteers chosen to assure the quality of the event as well as the safety of the planetarium itself. Requests from "outside" groups (i.e., outside of the astronomy department or, even, San Diego State University) for planetarium shows are considered and encouraged, but are not guaranteed to be fulfilled, as they require a willing (and, available) set of volunteers from within the astronomy department to run them. They also, by necessity, require a significant investment (in people and time) from the requesting group.

Details on how to make such a request are given below, beginning with the basics of what is actually required to make a show happen! Requests are initiated through the "Outreach Representative", who is generally a rotating faculty member within the astronomy department; please see the "Current Faculty" web page of the Astronomy Department for contact information.

\* "Groundrules" for Planetarium Shows \*

The age of the planetarium, and its delicate condition, necessitate extreme care in its use, and only fully trained presenters are permitted to use it. Repairs are extremely costly, with the most recent repair (2013) requiring ~\$10,000 to fix and about half a year of down-time; it resulted from a single backpack accidentally hitting the planetarium machinery when a student was exiting the planetarium after a show. Thus, all shows must adhere to these "groundrules":

- 1) Size of group: All groups must have fewer than 40 individuals per "show".
- 2) Chaperones: At least \*2\* chaperones per group of 40 must be provided BY THE REQUESTING GROUP and must accompany each group to the planetarium, and be present during the presentations. The chaperones MUST be familiar with the location of the planetarium so that the groups arrive on time -- i.e., they must have previously visited the planetarium prior to the day of the show -- and they must be aware of what their roles will be prior to arrival (discussed below).
- 3) Arrival time: Groups, in their entirety, must arrive at the planetarium 5 minutes ahead of the nominal show time -- no "late arrivals"!
- 4) Pre-planetarium show lecture: All groups will receive a brief (~5 minute) lecture prior to the show about planetarium etiquette (e.g., how important it is to be quiet in the planetarium, and stay seated at ALL times).

- 5) Accessibility: Please note that the planetarium is regrettably not accessible to those with limited mobility (e.g., in a wheelchair) or otherwise in need of special seating accommodation. There are narrow stairs leading up to the planetarium, and the room itself is quite tight/cramped with fixed seating, and no space for any assistive device.
- 6) Bags: All groups must LEAVE ALL LARGE BAGS (e.g., backpacks) outside of the planetarium, in a location prescribed by the Presenter (most likely, in the lab room directly across from the planetarium, or in the hallway outside of right outside the planetarium) while attending the show. One of the chaperones provided by the requesting group must stay with the belongings (outside the planetarium) while the planetarium show takes place.
- 7) Behavior: Maintaining order during the presentation is solely the job of the chaperone(s); all groups must agree that if there are any behavior problems during the planetarium show, the individual(s) will be escorted out of the planetarium by a chaperone, and will need to wait (with a chaperone) outside of the planetarium until the conclusion of the show.

In short: The student volunteers who staff our shows are experts at discussing the night sky, but not at keeping large groups (especially, those with children) well behaved!

With this background, then, here's how to go about requesting a show for your group.

\* How to Request a Planetarium Show \*

IF the "Ground Rules" given above are acceptable (and, doable), then, to request a planetarium show:

- 1) Fill out the form: Complete and submit the form "Requesting a Planetarium Show at San Diego State University" to the "Outreach Representative" (see the "Current Faculty" web page of the Astronomy Department for contact information) through one of the following means:

o Mail to:

San Diego State University  
5500 Campanile Drive  
Mail Code 1221  
Department of Astronomy c/o Outreach Representative  
San Diego, CA 92182-1221

o Send via campus mail to:

Outreach Representative  
Astronomy Dept  
M/C 1221

\*\*\* Please note again that the planetarium is, unfortunately, not wheelchair accessible -- there are stairs, and the room itself is very tight/cramped with no space for any assistive device. \*\*\*

o Scan and email as a pdf attachment to the Outreach Representative.

--> All requests must be received more than \*2\* weeks in advance of the show being requested.

- 2) Wait while volunteer(s) are solicited: Upon receipt of the request, the Outreach Representative will circulate the details of the requested planetarium show(s) to all potential volunteers within the department (and, will let you know that this is happening, typically within a few days of receiving the request). The success or failure of the request is then completely dependent on a volunteer offering to provide the show(s)!

- 3) Hear back from the Outreach Coordinator: The requesting group will be notified about the success of the request on (or, before) the "must know by" date indicated by the group on the request form. IF a volunteer is found for the show, the group will be put in direct contact with them to make all of the final arrangements, subject to the basic "Ground Rules" previously established. Please note that while every effort will be made to find a volunteer, in some cases it simply will not be possible -- please accept the astronomy department's apologies that we could not honor the request.
  - 4) Attend and enjoy the show! On the day of the show, please arrive on time and with *\*at least\** 2 chaperones per 40 guests; as described earlier at least one chaperone must wait outside of the planetarium during the show, while at least one must be inside during the show. The "Presenter" is responsible solely for giving the show!
- > Visitor parking on campus is by paid permit only and is limited; please visit the SDSU Parking & Transportation services website for all details.

\*\*\*\*\* Requesting a Planetarium Show at San Diego State University \*\*\*\*\*

To request a planetarium show, please begin by thoroughly reading the background information provided by "The San Diego State University Planetarium" Handout. ONCE THAT IS DONE, completely fill out this form and submit it following the instructions given in that Handout.

Name of group/department requesting a planetarium show: \_\_\_\_\_

Name of primary contact for the request : \_\_\_\_\_

Email of primary contact for the request : \_\_\_\_\_

Phone number of primary contact for the request : \_\_\_\_\_

Signature of primary contact, indicating acceptance of all "Ground Rules" for planetarium shows described in "The San Diego State University Planetarium" Handout : \_\_\_\_\_

Number of chaperones to be provided by the requesting group (minimum of 2 per group of 40) : \_\_\_\_\_

Estimated number of attendees in the group(s) : \_\_\_\_\_

Number of planetarium shows being requested : \_\_\_\_\_

Length of requested planetarium show(s); nominally, shows run about 40 minutes total, including introductory lecture, show, and exiting, but other show lengths can be accomodated : \_\_\_\_\_

"Must Know By Date". Please indicate the exact date by which your group MUST know whether or not a planetarium show will be able to be provided -- note that "ASAP" is not an allowable answer here ;) : \_\_\_\_\_

Please indicate below the specific dates and times that your group(s) would be able to attend a show(s); feel free to indicate \*preferred\* dates/times with an asterisk. (The more flexible, the better!)

Please describe the expected makeup of the show attendees -- please be as specific as possible (e.g., "2nd grade elementary school children from one general class", "adult members of the public from a local astronomy club", etc.):

(OPTIONAL) Please indicate if any "gifts" or rewards (financial or otherwise) are expected to be provided by the requesting group for the volunteer Presenter. (Although completely optional, knowing such things ahead of time can certainly help drum up a volunteer for the show!)

Anything else we should know? Please write all you want (use back if needed).