

CAPITAL E OnTV STUDIO

TV Crew for a Day

Capital E, Civic Square, Wellington
BOOKING FORM

Please complete a separate booking form for each class attending



School: _____ Teacher's name: _____

Teacher's cell (for the day of your visit): _____ Teacher's email: _____

School phone: _____ Fax: _____

School address: _____

What is the best way to contact you? _____

Preferred date: _____ 2nd choice: _____

Session time (please circle): 9.30am – 12.00pm 12.30pm – 3.00pm 3.30pm – 6.00pm

Arrival time on the day is 15 mins prior to your session start time.

Class level: (please circle) Year 4/5/6 Year 7/8 Year 9/10 Year 11+

Programme: (please circle) Newscast (Stories scripted by your class) This is Your Life (Year 7+ only) (Stories scripted by your class) Wake Up New Zealand (Script provided by Capital E)

NB: Minimum number allowed: 14 students. Maximum number allowed: 30 students.

Number of students*: _____ (\$7.50) Number of Teachers _____ (free)

Number of adults (a maximum of 3 will be admitted free of charge) Free: _____ Paying: _____

Special needs or requests: _____

The cost per student is \$7.50, teachers and up to 3 accompanying adults admitted free. Other accompanying adults are charged at the student rate. We have a minimum session charge of \$150.

Payment cannot be accepted on the day. We will invoice the school after your visit.

Written confirmation will be sent within 7 days. If your booking is cancelled less than 21 days prior to your visit, a cancellation fee of \$40.00 will be charged. A cancellation received within 7 days of the visit will incur an \$80.00 charge. If you would like to view the ONTV Studio to make a free pre-visit to Capital E please call to arrange a suitable time.

Online video release to be completed by the classroom teacher.

I (name) _____ have gained parental permission for the students appearing in our OnTV show to be posted onto the host [website](#) (signed) _____

Teacher resource materials and further information can be found on our website. www.capitale.org.nz

If you would prefer the resource to be posted out to you then please tick here:

If you have any queries you may contact:

The Booking Co-ordinator Ph: (04) 913 3742 capitalebookings@wmt.org.nz
The OnTV Co-ordinator Ph: (04) 913 3732 ontv@wmt.org.nz

We look forward to meeting you and hope you have an enjoyable visit. Please complete this form, keep the original and fax it to us on: **Fax (04) 913 3735**

CAPITAL E OFFICE USE ONLY – Mail Out

Booking Received: _____ Conf Sent: _____ Resources Sent: _____