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Description automatically generated RVCC Planetarium  
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908-231-8805 (office)  
908-399-7078 (mobile)  
[planet@RaritanVal.edu](mailto:planet@RaritanVal.edu)  
[www.RaritanVal.edu/Planetarium](http://www.RaritanVal.edu/Planetarium)

**Virtual Field Trips**

**During a virtual field trip, a live, Planetarium Presenter guides students through our solar system, the night skies, or to the Moon and back!  There’s always time for questions and answers, too.**

Presentations last approximately one hour, including both presentation time as well as time for Q&A at the end. All programs support the Next Generation Science Standards.

**Number of attendees:** maximum 30 students  (1 classroom at a time, please)

**Fee:** $75 for a 45-60 minute program. $100 for Magic Tree House: Space Mission.

**Programs:** See our website for a list of programs and recommended grade levels. [www.RaritanVal.edu/Planetarium](http://www.RaritanVal.edu/Planetarium)

**How to Schedule a Virtual Field Trip**

Fill out the Reservation Form on the Virtual Field Trip page <https://www.raritanval.edu/virtual-field-trips> or e**mail** [planet@raritanval.edu](mailto:planet@raritanval.edu) to make a reservation.

Please provide:

* Your name
* Your school / organization
* Email address
* Best phone number to reach the contact person
* Preferred presentation date
* Preferred program(s)
* Number of students
* Grade level of students

Upon receipt of the reservation request, RVCC Planetarium staff will contact you to confirm dates, times, and program choice(s).

An invoice will be emailed to the contact person.

**Technology:**

Within 3 days of your program date, RVCC Staff will send you a Zoom link you can share with your students / participants. You can join the presentation together from one location or everyone can join us from home.

The Planetarium can also set up Google Meet or Microsoft Teams meetings, and share those links with you.

If you prefer, you can set up a virtual meeting on your preferred platform and invite the Planetarium presenter.

**Payment:**

A deposit is not required.

All payments for the full amount listed on the invoice are to be received no later than SEVEN days after the program date.

* A check made out to RVCC Planetarium can be mailed to the address on the invoice.
* VISA, MasterCard, and Discover payments can be made over the phone to the staff at RVCC Planetarium.
* School district purchase orders are accepted.

**Cancellations:**

In the event of technology issues or a snow day, we will do our best to reschedule your program as soon as possible.

If a program needs to be cancelled or rescheduled, please send an email to [planet@raritanval.edu](mailto:planet@raritanval.edu) at least 7 days BEFORE the scheduled date to avoid a cancellation fee. Upon receipt, an email will be sent to you verifying cancellation.

Any group that does not send a cancellation email within 7 days of the scheduled trip date will be charged the FULL amount invoiced.

**Insurance:** A Certificate of Insurance can be supplied upon request.

**Free Programs:**

The Planetarium has a [YouTube channel](https://www.youtube.com/channel/UCwV2n4MO5mvpA19wC5UeWdg) with a weekly "Star Talk” video introducing what's in the sky and some tours and activities.  Our website has many shows that kids and families can watch for free whenever they'd like.

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