

Audience Profile and Expectations at Federal Court Programs

Must be Submitted to the Court Contact Prior to the Event

Court Contact _____

E-mail this form to Court Contact at _____ **Deadline** _____

Contact's Office Phone _____ **Court Contact's Cell Phone** _____

Event Day and Date _____ **Arrival Time at Courthouse** _____ **Departure Time** _____

Lead Contact Teacher _____ **Cell** _____ **e-mail** _____

School _____ **City** _____

Number of Students _____ **Number of Adults** _____

Grade Level(s) _____ **Related Class They are Taking** _____

Disabilities that Require Accommodation _____

Transportation to Be Used _____ **Arrival Entrance at the Courthouse** _____

Day-of-Event Contact(s) *Please List Two People.*

1. Lead Contact Name _____ **Cell** _____

(Person in charge who will be on the bus and with the group on the day of the event.)

2. Contact Name at the School/Organization _____ **Cell** _____

(Person at the organization that day who can be contacted in case of emergencies)

IN ADVANCE

Required: Schools are responsible for collecting school-required permission slips in advance of the field trip. Schools also are required to present photo/video waivers to the court contact before the event.

Do all participants have waivers for photos/videos on file at the school? Yes _____ **No** _____

Schools are to identify students who do not have photo/video waivers. This can be done with a sticker or other identifier that the students wear at the event so that they are not inadvertently photographed. A group photo of interested students without waivers can be taken separately by a teacher.

Teachers, school staff, and chaperones are responsible for managing student behavior at the courthouse. They agree that the students will:

- *Be dressed appropriately for court before leaving the school.*
- *No backpacks or large purses.*
- *Provide the teacher with the signed waivers for photos and videos.*
- *Observe court decorum while at the courthouse.*
- *Arrive at the courthouse 30 minutes before the program start time to go through security.*
- *Bring a pen or pencil.*
- *Fill out the program feedback form and submit it before leaving the courtroom.*
- *Make sure that the courtroom is cleared of all paper and belongings.*