

BalloonTalk Program Final Details Checklist

Complete with your school team before the event. The pilot will coordinate Plan A / Plan B a few days before the program.

School: _____

Program date: _____

Address: _____

School contact: _____

Contact phone: _____

Contact email: _____

Program schedule & student groups

Typical program: approximately 90 minutes including transitions; outdoor demonstration for all students (weather permitting), then two indoor groups. Indoor science and balloon exploration take place in every program.

Pilot arrival: _____

Outdoor start: _____

Indoor group 1: _____

Indoor group 2: _____

Program end: _____

Student counts: _____

School preparation checklists

OUTDOOR PROGRAM	INDOOR PROGRAM	DAY-OF DETAILS
☐ Grassy area about 150 x 150 ft, free of obstacles and power lines	☐ Gym, cafeteria, or multipurpose space reserved	☐ School contact available to greet pilot
☐ Vehicle access to drive to outdoor demonstration area	☐ Large doorways / equipment access confirmed	☐ Building access about one hour before start
☐ Safe student viewing / assembly location confirmed	☐ Electrical outlets available	☐ Indoor room available for setup and sessions
☐ Outdoor timing and student transitions planned	☐ Rolling cart and ladder available	☐ Student group times / transitions confirmed
☐ Weather-dependent: sustained winds generally under 7 mph preferred	☐ Mobile smart screen available, if possible (pilot brings backup projector and screen)	☐ Plan A and Plan B reviewed with pilot
☐ Pilot to determine whether full inflation or basket-and-burner demo is possible	☐ Student groups planned (fewer than 400 per group)	☐ Staff available to help with equipment access
	☐ Maintenance help for removable door stanchions, if needed	☐ Allow 20-30 minutes for teardown

Parking, unloading & access

Pilot vehicle parking / unloading location: _____

Entrance / check-in instructions: _____

Access restrictions, gates, or special directions: _____

Media permissions & special announcements

Photo/video permissions or school restrictions: _____

Special introduction, announcements, or acknowledgments: _____

Additional notes: _____

Weather: Program proceeds rain or shine; no weather-related reschedule. Indoor balloon experience always occurs. Outdoor envelope is not deployed in rain. The pilot makes final outdoor decisions based on actual conditions.