



# Woods on Wheels

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Indiana Woods on Wheels is a traveling, educational exhibit providing information about one of our most renewable resources, forests. Interactive displays and engaging programming cover key topics in forestry and natural resources education, including natural history, native trees and wildlife, benefits of forest management, and hardwood industry careers and information.

A Woods on Wheels event provides targeted delivery of educational programming and developed for the specific audience: elementary grades 4 & 5, middle & high school students, adult groups, and the general public.

Woods on Wheels exhibits are housed in a 40-foot trailer pulled by a dual rear-wheel truck pickup truck. Exhibit visits are provided within the state of Indiana at no cost. Regular visits can be scheduled April - October. Programming is restricted November – March to avoid weather risks.



## **GUIDELINES FOR VENUE SCHEDULING**

All venue requests must be made by using the “REQUEST FORM FOR WOODS ON WHEELS” and sent via email or mail to Sara High ([shigh@dnr.IN.gov](mailto:shigh@dnr.IN.gov)). Please note that requests by mail should be sent out no later than 6 weeks before the event.

- If you are an educator and wish to have the exhibit come to your school, we request that all other educators in the building be notified prior to the exhibit coming so that there are not multiple trips to one school.
- Please check the posted calendar to see if there are any open dates close to your desired date that coincides with the exhibit already being in your vicinity, consider those dates and if possible provide 2 to 3 alternative dates, then complete the request form.

Space requirement is a minimum of 15 feet x 65 feet. Minimum height requirement for Woods on Wheels indoor exhibitions is 13 feet. Level space with easy access should be provided. The ideal location will have a spot where the operator can pull up and pull out, such as a side entrance or parking lot.

Space must be complementary or furnished by a sponsor secured by the host organization or venue; DNR will not pay for booth space rental. Electricity hook up is preferred and a 100' 14/3 gauge extension cord with a 110 adaptor will come with the trailer so that electricity can be used.

All hosts of Woods on Wheels must provide a volunteer who should be able to lift 50 pounds to assist with setup upon arrival and to help pack up at the conclusion of the event. This should take less than 30 minutes.

The DNR will determine the schedule for Woods on Wheels based on the type and size of venue, geographic location, proximity to other scheduled events, available staff and volunteers, and other considerations.

- Priority in scheduling is given to educational school programs.
- Forestry, woodworking, and agriculture events will also be given priority.
- Non-profit and community-organized events will be given priority over private commercial operations.
- Pending availability, repeat requests for the same annual event will not be given priority.

All scheduled events remain tentative pending available staff and funding, which may not be confirmed until two weeks prior to the event.

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# REQUEST FORM FOR WOODS ON WHEELS

**Venue/Event Name:** \_\_\_\_\_

Date(s): \_\_\_\_\_ Alternative date(s): \_\_\_\_\_

Audience Type (e.g., Grade level, General Public,): \_\_\_\_\_

Estimated Size of Audience: \_\_\_\_\_

**Person Requesting Woods on Wheels:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_,

Indiana ZIP Code: \_\_\_\_\_

**Physical Address of Venue:** \_\_\_\_\_

City: \_\_\_\_\_ IN ZIP Code: \_\_\_\_\_ County: \_\_\_\_\_

Contact Name at Venue: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Directions to the event from major highway. Please include where to park upon arrival and any in-route obstacles such as low underpasses, weight-restricted roads (under 10 ton), and sharp-angled turns.**

Please email completed form to:

Sara High, Indiana Department of Natural Resources; 6220 Forest Road Martinsville, IN 46151

Telephone: 765-516-3000, [shigh@dnr.IN.gov](mailto:shigh@dnr.IN.gov)

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