



# RiverQuest

## Program Date Reservations by Phone

**RiverQuest** staff members are happy to help you schedule your school program. **You must call RiverQuest to reserve dates by phone prior to sending in an application form.**

### **STEP 1**

#### **Gather the following information:**

- A printed copy of the program application, available as a PDF download at our website
- Title(s) of the programs you wish to book
- Length of the programs you wish to book (See website or call for more information)
- Starting and ending times that will be accommodated by your traveling situation
- Number of students (programs are booked in “blocks” of 30 students)
- Dates you wish to book (please have acceptable alternates ready as well)
- Your school’s calendar, in case your ideal dates are unavailable

### **STEP 2**

#### **Call 412-231-2712.**

We will help you select a date, from those available, to write on your application. Dates for RiverQuest programs are in demand, and registration is on a first-come first-served basis.

### **STEP 3**

#### **Send in your Form**

After your phone call, please secure the Principal Signature required on the form, and submit the completed, signed application via fax, scan to email, or mail **within 7 days** to prevent dates from being released and made available for others to book.

***Don’t forget***—when faxing or scanning for email, you must include both sides of the application form!

#### **RiverQuest FAX:**

412-231-2880

#### **RiverQuest Email for submitting scanned forms:**

[info@riverquest.org](mailto:info@riverquest.org)

#### **RiverQuest mailing address:**

RiverQuest  
1501 Reedsdale Street, Suite 2001  
Pittsburgh, PA 15233