

Field Trip Planning Organizer

Please have the following information available before you contact the Museums:

Preferred date of visit, with alternative dates: _____
Contact Person: _____
Phone Number (school): _____ (home/cell/other): _____
Email Address: _____
Mailing Address of School: _____
Grade Level: _____ Number of Students: _____ Number of Adults: _____
Title(s) of program(s) of interest: _____
Arrival Time: _____ Departure Time: _____

Use this form to record your schedule when you book a field trip with Museum staff:

TIME	GROUP/PROGRAM

Other things to remember to do:

- Book a Bus
 Mark School Calendar
 Plan
 Permission Slips

NOTES:

