**Field Trip Planning Tool**

Use this planning tool to prepare for your school group’s field trip. When you call Central Reservations, you will need these details. Keep it handy to expedite your call!

### Your Info

<table>
<thead>
<tr>
<th>Field Trip Date</th>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
<th>Time</th>
<th>ARRIVAL</th>
<th>DEPARTURE</th>
</tr>
</thead>
</table>

- **Group Leader Name**
- **NYC Dept of Ed. ATS Code**
  - NYC Schools only 6-digit number on your attendance sheet.
- **Group Leader Email**
- **Group Leader Mobile**
- **Additional Teacher Email**
- **Additional Teacher Email**
- **Additional Teacher Email**
- **School Name**
- **School type**
  - public
  - private
  - parochial
- **School Address**
- **City, State & Zip**
- **School Phone**
- **School Fax**

### About Your Group

**Grade Level(s)**
- Pre-K
- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

- **Number of Students**
- **Number of Adults**

We require one teacher and/or chaperone for every ten students (1:10)

- **Do you need a lunchroom?**
  - yes
  - no

- **How will you get to the museum?**
  - subway
  - school bus
  - charter bus

- **Do you have any special needs?**
  - yes
  - no

### Your Field Trip

Choose one of the following:

- **Hall of Focus:**
  - (Write it in)
- **Self Guided Exploration**

Select 1–2 activities:

- Special Exhibitions (10:30 am | 11:30 am)
- IMAX Shows (10:30 am | 11:30 am)
- Hayden Planetarium Space Shows (10:30 am | 11:30 am | Wednesday at 11:30 am)
- Field Trip to the Moon (Wednesday at 10:30 am; Grades 5-8, Earth & Space Science)
- Sackler Education Lab (11 am | 1 pm; Grades 6-12)
- Discovery Room (Tuesday–Friday at 10:30 am; Grades PK-2)

When you have completed this worksheet, please call Central Reservations at (212) 769-5200, Monday-Friday, 9am-5pm. Faxes will not be accepted for school group reservations. Please make your reservation at least 5 weeks in advance.

amnh.org/fieldtrips