

# FIELD TRIP PLANNING TOOL



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

## YOUR INFO

Field Trip Date		MONTH	DAY	YEAR
Time		ARRIVAL	DEPARTURE	
Camp Leader Name				
Group Leader Email			Group Leader Mobile	
Organization				
Address				
City, State & Zip				
Phone			Fax	

## ABOUT YOUR GROUP

Age Level(s) Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12	Number of Youth	Number of Adult Chaperones	We require one camp leader and/or chaperone for every ten students (1:10)
Do you need a lunchroom? <input type="checkbox"/> yes <input type="checkbox"/> no	How will you get to the museum?		
Do you have any special needs? <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> subway <input type="checkbox"/> school bus <input type="checkbox"/> charter bus		

## YOUR FIELD TRIP

<p>Choose one of the following:</p> <p><input type="checkbox"/> Hall of Focus: _____ (Write it in)</p> <p><input type="checkbox"/> Self Guided Exploration</p>	<p>Select 1-2 activities:</p> <p><input type="checkbox"/> Special Exhibitions (10:30 am   11:30 am)</p> <p><input type="checkbox"/> IMAX Shows (10:30 am   11:30 am)</p> <p><input type="checkbox"/> Hayden Planetarium Space Shows (10:30 am   11:30 am   Wednesday at 11:30 am)</p> <p><input type="checkbox"/> Discovery Room (Tuesday-Friday at 10:30 am; Grades PK-2)</p>
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When you have completed this worksheet, please call Central Reservations at (212) 769-5200, Monday-Friday, 9am-5pm. Faxes will not be accepted for camp group reservations. Please make your reservation at least 5 weeks in advance.