# 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

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

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?

- [ ] 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)

Select 1–2 activities:

- [ ] Special Exhibitions (10:30 am | 11:30 am)
- [ ] Giant-screen Film (10:30 am | 11:30 am)
- [ ] Hayden Planetarium Space Shows (10:30 am | 11:30 am | Wednesday at 11:30 am)

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

amnh.org/fieldtrips