

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

Field Trip Date	MONTH	DAY	YEAR	Time	ARRIVAL	DEPARTURE
Group Leader Name				NYC Dept of Ed. ATS Code <small>NYC Schools only. 6-digit number on your attendance sheet.</small>		
Group Leader Email				Group Leader Mobile		
Additional Teacher Email				Additional Teacher Email		
Additional Teacher Email				Additional Teacher Email		
School Name				School type <input type="checkbox"/> public <input type="checkbox"/> private <input type="checkbox"/> 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? <input type="checkbox"/> yes <input type="checkbox"/> no	How will you get to the museum? <input type="checkbox"/> subway <input type="checkbox"/> school bus <input type="checkbox"/> charter bus		
Do you have any special needs? <input type="checkbox"/> yes <input type="checkbox"/> 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)

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