

# 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. DBN 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"/> private bus		
Do you have any special needs? <input type="checkbox"/> yes <input type="checkbox"/> no			

## Your Field Trip

<p><b>Choose one of the following:</b></p> <p><input type="checkbox"/> Hall of focus:</p> <p>_____</p> <p>(Write it in)</p>	<p><b>Select 1-2 activities:</b></p> <p><input type="checkbox"/> Special Exhibition(s) (10:30 am   11:30 am)</p> <p><input type="checkbox"/> Butterfly Vivarium</p> <p><input type="checkbox"/> Giant-screen Film (10:30 am   11:30 am)</p> <p><input type="checkbox"/> Invisible Worlds Immersive Experience</p> <p><input type="checkbox"/> Hayden Planetarium Space Shows (10:30 am   11:30 am   Wednesday at 11:30 am)</p>
---	--

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.