

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		
Does your group have any accessibility needs? <input type="checkbox"/> yes <input type="checkbox"/> no			

Your Field Trip

Select your Hall(s) of Focus:

- | | |
|--|---|
| <input type="checkbox"/> African Mammals | <input type="checkbox"/> Planet Earth |
| <input type="checkbox"/> African Peoples | <input type="checkbox"/> Universe |
| <input type="checkbox"/> Asian Peoples | <input type="checkbox"/> Mexico & Central America |
| <input type="checkbox"/> Biodiversity | <input type="checkbox"/> North American Mammals |
| <input type="checkbox"/> Dinosaurs | <input type="checkbox"/> Northwest Coast |
| <input type="checkbox"/> Gems & Minerals | <input type="checkbox"/> Ocean Life |
| <input type="checkbox"/> Human Origins | <input type="checkbox"/> Planet Earth |
| <input type="checkbox"/> Insectarium | <input type="checkbox"/> South American Peoples |
| <input type="checkbox"/> Meteorites | <input type="checkbox"/> Universe |

Ticketed Exhibitions:

- ☐ **Davis Family Butterfly Vivarium**
(10:30 am | 11:30 am)
- ☐ **Invisible Worlds: Immersive Experience**
(10:30 am | 11:30 am)
- ☐ **The Secret World of Elephants**
(10:30 am | 11:30 am)
- ☐ **Giant Screen Film**
- ☐ **Space Show**

Calling is the only way to reserve a trip. When you have completed this worksheet, please call Central Reservations at (212) 769-5200. Please make your reservation at least 5 weeks in advance.

amnh.org/fieldtrips