



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"/> private bus		

Your Field Trip

<p>Choose one of the following:</p> <p><input type="checkbox"/> Hall of focus:</p> <p>_____</p> <p>(Write it in)</p>	<p>Select 1-2 activities:</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>
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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.