

# 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           |      |
| Group Leader Name  |  |         |                     |      |
| Group Leader Email |  |         | Group Leader Mobile |      |
| Organization       |  |         |                     |      |
| Address            |  |         |                     |      |
| City, State & Zip  |  |         |                     |      |
| Phone              |  |         | Fax                 |      |

## About Your Group

|                                                                                                        |                 |                                                                                                          |                                                                            |
|--------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Age Level(s)                                                                                           | Number of Youth | Number of Adults                                                                                         | We require one group leader and/or chaperone for every ten students (1:10) |
| Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12                                                                     |                 |                                                                                                          |                                                                            |
| Do you need a lunchroom? <input type="checkbox"/> yes <input type="checkbox"/> no                      |                 | How will you get to the Museum?                                                                          |                                                                            |
| Does your group have any accessibility 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

### 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)
- ☐ **Impact: The End of the Age of Dinosaurs**  
(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](https://amnh.org/fieldtrips)