



# 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

### 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)
- Blue Whales: Giant Screen Film**  
(10:30 am | 11:30 am)
- Worlds Beyond Earth: Space Show**  
(10:30 am | 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.