

## Putnam Registration Worksheet

Our online Educator Resource Guide at <http://www.putnam.org/Education/Educators/Plan-a-Field-Trip> can help you plan your visit. Please return this form via fax (563 594-6667) or email it to Alison Niebuhr@ [aniebuhr@putnam.org](mailto:aniebuhr@putnam.org). Questions: Call Alison at 563 336-7290.

School/Organization Name \_\_\_\_\_ Grade \_\_\_\_\_

School Address/City/State \_\_\_\_\_ Zip \_\_\_\_\_

School District \_\_\_\_\_ Invoice School or District? \_\_\_\_\_

Primary contact person's name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Best time to call \_\_\_\_\_

May we have your permission to take candid photos of your students/youth? Y / N

Date you want to visit - First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Third Choice: \_\_\_\_\_

Time of Arrival \_\_\_\_\_ Time of Departure \_\_\_\_\_

What do you want to do? (Please check all that apply)

Museum/Science Center \_\_\_\_\_ Specific exhibit of interest? \_\_\_\_\_

Magical History Tour - Special Exhibit runs March 11 – June 4, 2017 \_\_\_\_\_

This Traveling Exhibit adds \$5.00 per student, and \$10.00 per extra adult

Giant Screen Film \_\_\_\_\_ Specific film? \_\_\_\_\_

*Groups of 50 or more can request a Giant Screen film from current showings or our film library. Requests will be honored based on theater availability at the time of the request. The library list is on our website at: <http://www.putnam.org/Education/Educators/Educational-Films>*

Educational Program (fees apply) Y / N Which program? \_\_\_\_\_

Guided Gallery Tour (fees apply) Y / N Which gallery? \_\_\_\_\_

Will you need lunchroom space? Y / N Use the Concession Stand? Y / N? Visit the Museum Store? Y / N

Who's Coming? What is your free/reduced rate lunch school percentage? \_\_\_\_\_

Total Number of Classrooms \_\_\_\_\_ Total Number of Teachers? \_\_\_\_\_  
(One complimentary teacher per classroom or one complimentary adult per 20 youth in non-school groups)

Total # of Students? \_\_\_\_\_ Total # of **Non-teacher** Adults? \_\_\_\_\_  
(One adult for every 10 students receives the student rate. Additional adults pay the applicable adult group rate if they are included in the group payment. Adults who pay at the door are charged non-group prices.)