

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 Brittany Glass at bglass@putnam.org. Questions: Call Brittany 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.)