

Field Trip Reservation Policy



- Reservation must be submitted 1 week in advance.
- All visits are self guided
- Required ratio of **ONE** adult per **TEN** students for museum. Adults in ratio are complimentary. Each additional adult will be charged the group school adult rate.
- **INVOICE** sent after visit to ensure change of numbers and subsidy if applied.
 - Payment made day of visit requires prior arrangements.
- Concessions order needs to be made **TWO** days prior with form. This is for all education groups. If no form in advance, groups will not be able to receive concessions. This is to ensure supplies and staff are met appropriately.
- Some exhibits, if applicable, require an additional up-charge (applies also to adults receiving free general admission)
- 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. Films times are *10:00am, 11:15am, 12:30pm, 1:45pm, 3:00pm, and 4:15pm*. The film library is on our website at: <http://www.putnam.org/Education/Educators/Educational-Films>
- Please **fax (563.594.6667)**, **email** (education@putnam.org) or **mail** (1717 W 12th Street. Davenport, IA 52804)

For more field trip information please contact:

Putnam Education – Education Services Coordinator

Putnam Museum and Science Center, 1717 W. 12th St., Davenport, IA 52804
 Phone: 563.336.7290 ext 208 Fax: 563.594.6667 Email: education@putnam.org
 Website: <http://www.putnam.org/Education/Educators/Plan-a-Field-Trip>

Field Trip Reservation

Choice Date: _____ 2nd Choice Date: _____ 3rd Choice Date: _____

Choice of reservation date will be confirmed as soon as possible

Arrival Time: _____ Depart Time: _____ Grade: _____ #Classes: _____ #Students _____ #Adults _____

Teacher / Leader: _____ School/ Organization: _____

Address: _____ City/State/Zip: _____

Phone: Work or Cell _____ Email: _____

Permission to take Photos

- Invoice – please indicate to whom and where the invoice needs to be sent. Invoices are sent after visit.

Subsidy: free/reduced lunch _____ % _____

Lunch Space: Y N **Concessions:** Y N _____

Store: Y N If yes, time _____

***Options can be combined, please fill in circle – discounts may apply**

Option 1: Museum & Science Center

\$3.50 per school group youth, \$4.00 for non school group youth, and \$7.00 for adult not in required ratio.

- When applicable, entrance to a specific exhibit may require an up – charge to all in party. If Interested please fill circle.

Option 2: Giant Screen Theater

\$5.00 per school group youth, \$5.50 per non school group youth, and \$7.50 per adult not in required ratio. *Time of show is subject to availability of theater.

Film (if not selected, one will be selected for you):

Option 3: Educational Program

\$45.00 per program – 30 minutes
 \$65.00 per program – 45 minutes
 \$85.00 per program – 60 minutes
 Program: _____

- Programs are listed in the educator resource guide on the website under education – plan a field trip.
- Program number is determined by room location.

PUTNAM MUSEUM

Group Snack Stop Purchase Form

GROUP NAME: _____

RESERVATION NUMBER: _____

ARRIVAL DATE: _____ ARRIVAL TIME: _____

MOVIE: _____ MOVIE TIME: _____

OF COMBO'S REQUESTED _____ ACTUAL # GIVEN _____

Number of Kids' Combos Given _____ x \$5.00 = _____

Pepsi _____

Unsweetened Tea _____

Diet Pepsi _____

Sweet Tea _____

Mt. Dew _____

Cherry Pepsi _____

Diet Mt. Dew _____

Fruit Punch _____

Sierra Mist _____

Lemonade _____

Root Beer _____

Water _____

RED ICEE _____

MIXED ICEE _____

BLUE ICEE _____

HOGWASH

Red _____ Blue _____ Pink _____

Total: _____ Date: _____

Payment Type: _____ Initials: _____