



# Field Trip Reservation Policy

- Reservation must be submitted 1 week in advance.
- All visits are self guided and **1** teacher per class receives complimentary general admission.
- Required ratio of **1** adult chaperone per **10** students for museum visits, not including teacher. Adults in ratio are complimentary. Additional adults will be charged the group adult rate.
- Must have a minimum of 15 students to qualify for student group rates.
- **Payment due date of visit. Cash, Check or Credit Card Payment accepted. The Putnam accepts MasterCard, Visa, Discover & American Express.**
- Concessions snack box pre orders need to be made **TWO** days prior with form. This is for all education groups. If no form is received, in advance, groups will not be able to receive concessions. This is to ensure supplies and staffing needs are met appropriately. Payment for concessions due on day of visit.
- Temporary or Traveling exhibits may require an up-charge (This will also apply to adults receiving complimentary general admission)
- Groups of **50** or more may 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, 11:00am, 12:00pm, 1:00pm, 2:00 pm and 3:00pm*. The film library is located on our website at: <http://www.putnam.org/Education/Educators/Educational-Films>  
*For more field trip information please contact:*

**Putnam Education – Bridget Boyd-Carlson - Education Services Coordinator**  
 Putnam Museum and Science Center, 1717 W. 12<sup>th</sup> St., Davenport, IA 52804  
 Phone: 563.336.7308 Fax: 563.594.6667 Email: [BBoyd-Carlson@putnam.org](mailto:BBoyd-Carlson@putnam.org)  
 Website: <http://www.putnam.org/Education/Educators/Plan-a-Field-Trip>

## Field Trip Reservation

Choice Date: \_\_\_\_\_ 2<sup>nd</sup> Choice Date: \_\_\_\_\_ 3<sup>rd</sup> Choice Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_ Grade: \_\_\_\_\_ #Classes: \_\_\_\_\_ #Students \_\_\_\_\_ #Adults \_\_\_\_\_

Teacher / Leader: \_\_\_\_\_ School/ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: Work or Cell \_\_\_\_\_ Email: \_\_\_\_\_

**Will your class need a reserved space for lunch? Yes or No** \_\_\_\_\_ **Time:** \_\_\_\_\_

Will your class be purchasing snacks from our concession stand? Yes or No \_\_\_\_\_

Does your class plan to visit the Museum Store? \_\_\_\_\_ If so, what time? \_\_\_\_\_

Does your class need any special accommodations? \_\_\_\_\_

**Subsidy: Free/reduced lunch %** \_\_\_\_\_

- |   |  |   |
|---|--|---|
| <p><input type="radio"/> <b>Option 1: Museum &amp; Science Center</b><br/>       \$4.00 per school youth, \$4.50 for group youth, and \$8.00 for adult not in required ratio.</p> <ul style="list-style-type: none"> <li>○ When applicable, entrance to a specific exhibit may require an up – charge to all in party.</li> </ul> | <p><input type="radio"/> <b>Option 2: Giant Screen Theater</b><br/>       \$5.00 per school youth, \$5.50 per group youth, and \$8.00 per adult not in required ratio, add on is less.<br/>       *Time of show is subject to theater availability.<br/>       Film (if not selected, one will be selected for you): _____</p> | <p><input type="radio"/> <b>Option 3: Educational Program</b><br/>       \$45.00 per program – 30 minutes<br/>       \$65.00 per program – 45 minutes<br/>       \$85.00 per program – 60 minutes<br/>       Program: _____</p> <ul style="list-style-type: none"> <li>○ Program descriptions are in the Educator Resource Guide</li> </ul> |
|---|--|---|