



Field Trip Reservation Policy

- Reservation must be made 1 week in advance.
- All visits are self guided
- Required ratio of **ONE** adult per **TEN** students. Adults in ratio are free. 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, if wanted, order needs to be made **TWO** days prior with form.
- 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 (bglass@putnam.org) or mail (1717 W 12th Street. Davenport, IA 52804)

For more field trip information please contact:

Brittany Glass - Educational 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: bglass@putnam.org
 Website: <http://www.putnam.org/Education/Educators/Plan-a-Field-Trip>

Field Trip Reservation

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

Your choice of reservation date will be confirmed within 48:hours.

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: _____

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.