



# Field Trip Reservation Request Form

Please note your reservation is not final until you receive a confirmation letter from the Children's Museum of Phoenix Group Department.

**Monday hours are for general admission visits only. Group Visits and/or Field Trips may be scheduled for any other day of the week.**

Today's Date: \_\_\_\_\_  
 School/Organization Name: \_\_\_\_\_  
 School District: \_\_\_\_\_  
 School/Organization Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 School Principal or Administrator: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 School or Organization Phone: \_\_\_\_\_ Extension: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Preferred time to be reached: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Grade Level and/or Age Attending: \_\_\_\_\_  
 Is your School Title 1: (*additional discounts offered when visiting Sept. 1-Feb. 28/29*):  Yes  No

**Please list three choices:**

Field Trip Date – 1<sup>st</sup> Choice: \_\_\_\_\_ Arrival time:  9am  9:30am  10am  10:30am  
 Field Trip Date – 2<sup>nd</sup> Choice: \_\_\_\_\_ Arrival time:  9am  9:30am  10am  10:30am  
 Field Trip Date – 3<sup>rd</sup> Choice: \_\_\_\_\_ Arrival time:  9am  9:30am  10am  10:30am  
 If you would like to request a different arrival time please list it here: \_\_\_\_\_  
 (*any requested arrival times must be before 2pm*)

\_\_\_\_\_ Approximate # of students (*minimum 15*)  
 \_\_\_\_\_ # of required adult chaperones – 18yrs + (*1 required for every 5 students and will be admitted free*)  
 \_\_\_\_\_ Approximate # of extra chaperones (*\$8 each when pre-paid*)

Method of Transportation:  Personal Vehicles  Vans  Bus (*# of buses if known*) \_\_\_\_\_

**Payment Policy:** A pre-payment is required a minimum of **3 business days** prior to your scheduled arrival. All extensions must be requested from the Children's Museum of Phoenix Group Coordinator. If payment is not received prior to your scheduled arrival date, the Children's Museum of Phoenix reserves the right to cancel your group visit and the group rate will no longer apply. All children and chaperones not paid for prior to the groups arrival will be charged general admission price of \$12 each at check-in. We currently take the following forms of payment: cash, all major credit cards, checks, and/or purchase orders.

All cancellations must be submitted to the Reservation Specialist via email or phone. If payment has already been made, a credit in the payment amount will retain on the groups account to apply towards a future visit within one year of the scheduled visit.

**Completed forms may be submitted via Fax: 602.307.9833 or E-mail: [groupvisits@childmusephx.org](mailto:groupvisits@childmusephx.org)  
 Additional questions can be directed to the above E-mail address or you may call 602.253.0501 option 3**