



### Group Reservation Request Form

Reservations are essential for groups. Please use the form below to submit a request to our scheduling department. The request is not confirmed until you receive a call from our reservations department validating your date and times. Please allow 24 hours for a response. You may submit this form via e-mail or fax to the Visitor Services Department. Thank you!

**Contact Information:**

Name of Organization/School: \_\_\_\_\_

Name of Lead Person Booking Trip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

School Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Fax#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How do you prefer to be contacted: E-mail \_\_\_\_\_ Telephone \_\_\_\_\_ If telephone, what time of day is best? \_\_\_\_\_

**Visit Date:** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**Lunch Option:** Yes, we want to bring a sack lunch \_\_\_\_\_ No, we will not be eating a lunch at your facility \_\_\_\_\_

**Group Specifics:**

# of Children Attending (Estimation) \_\_\_\_\_ Grade Level: \_\_\_\_\_

Groups over 25 will be broken into groups to explore. If you have any preference on which teachers/classes need to be grouped together please specify that information below when giving the teacher last names.

# Teachers \_\_\_\_\_ Teacher Last Names: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Programming Requested:**

Theater Show: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Science Live!: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Education Class ½ hr: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Education Class 1 hr: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_