

# Field Trip Planning Form

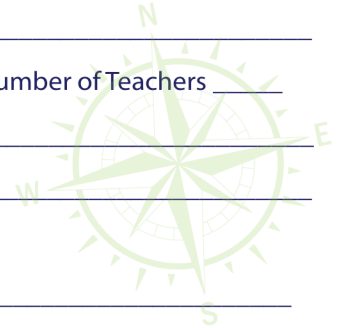
Teachers, please complete this form prior to contacting us so that we may assist you more effectively and efficiently in planning your field trip. We look forward to hearing from you!

## Tell Us About Yourself And Your School

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Email \_\_\_\_\_  
Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ School's Name \_\_\_\_\_  
School's Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
School's Phone /Extension \_\_\_\_\_ School's Fax \_\_\_\_\_  
(Also let us know the best time of day to contact you.)  
School System \_\_\_\_\_ Grade Level of Your Students \_\_\_\_\_

## Tell Us About Your Field Trip

Course of Study, Desired Focus or Curricular Topic(s) Pertaining to Your Field Trip (We also provide correlation information pertaining to Georgia Standards of Excellence for your trip.) \_\_\_\_\_  
\_\_\_\_\_  
Anticipated Attendance: Number of Students \_\_\_\_\_ Number of Chaperones \_\_\_\_\_ Number of Teachers \_\_\_\_\_  
Choice of Destinations or Geographic Area \_\_\_\_\_  
\_\_\_\_\_  
Three Field Trip Dates in Order of Preference  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_



## Alert Us To Any Other Important Considerations

Do you have a tight timeframe for leaving and returning to school? \_\_\_\_\_  
\_\_\_\_\_  
Are your students in a gifted or talented program? \_\_\_\_\_  
\_\_\_\_\_  
Are you planning for a group that will be performing as a band or chorus? \_\_\_\_\_  
\_\_\_\_\_  
Do you have special needs or school policies that must be addressed? \_\_\_\_\_  
\_\_\_\_\_  
Does your school location accommodate ample motor coach parking? \_\_\_\_\_