



FIELD TRIP RESERVATION FORM

To schedule your free* field trip, complete this form and submit it via **fax, mail**, or online at **chicagohistory.org/fieldtrip**. Please print legibly.

ABOUT YOUR GROUP

SCHOOL NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SCHOOL PHONE _____ SCHOOL FAX _____

YOUR NAME _____

YOUR PHONE _____ YOUR E-MAIL ADDRESS _____

Names and e-mail addresses of other teachers coming on the field trip:

NAME _____ E-MAIL ADDRESS _____

NAME _____ E-MAIL ADDRESS _____

Number of students _____

Student grade level _____

Number of teachers _____

Number of chaperones _____

Number of classes _____

Please identify any special needs your group might have:

Special education

ESL

Physical disabilities

Other (please specify) _____

TIME AND DATE OF VISIT

We would like to give all groups their first choice, but it is not always possible. Groups are scheduled to enter the building every 15 minutes beginning at 9:30 A.M. If your requested entrance time is not available, you may be booked into the next 15-minute slot.

We recommend a visit of two to three hours including lunch.

1st choice

DATE OF VISIT _____ ENTRANCE TIME _____ EXIT TIME _____

2nd choice

DATE OF VISIT _____ ENTRANCE TIME _____ EXIT TIME _____

3rd choice

DATE OF VISIT _____ ENTRANCE TIME _____ EXIT TIME _____

ADDITIONAL OPTIONS

These options require advance reservations. Please check the box in front of the option(s) you want included with your visit.

Lunchroom seating

Sensing Chicago children's gallery Recommended for grades 3 and 4; available in 30-minute time slots.

Crazy for Trains discovery bags Recommended for pre-k groups and kindergartners.

In Our Own Words audio tour Recommended for grades 6 to 12. Maximum number of users is 60. \$2/iPod; payment is due upon arrival.



BOOK YOUR FIELD TRIP

Online: chicagohistory.org/fieldtrip or

Fax this form to: **312.266.4549** or

Mail this form to:

Chicago History Museum
1601 North Clark Street
Chicago, Illinois 60614-6038
Attention: Department of Visitor Services

Reservations are not accepted via telephone. Your confirmation letter will indicate any fees associated with your visit. Full payment is due upon arrival.

**Out-of-state groups please refer to the fees chart under planning tips.*