

FIELD TRIP PLANNING WORKSHEET

FIELD TRIP TO: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

ADDRESS: _____

DIRECTIONS: _____

WEB SITE: _____

DATE OF FIELD TRIP: _____

Some questions to ask, information to gather when planning a field trip:

MINIMUM NUMBER: _____ MAXIMUM NUMBER: _____

WHAT AGES IS THIS FIELD TRIP APPROPRIATE FOR? _____

WILL THIS FIELD TRIP WORK FOR FAMILIES (mixed ages)? _____

CAN STROLLERS BE BROUGHT & USED? Yes No

WHAT IS THE COST PER PERSON? _____

IS THERE A CHARGE FOR INFANTS/LAP CHILDREN? _____

CAN INDIVIDUAL FAMILIES PAY WHEN THEY ARRIVE or SHOULD MONEY BE COLLECTED AHEAD OF TIME?

IS THERE A DEPOSIT REQUIRED? Yes No

IF YES, HOW MUCH? \$ _____ WHEN DOES THE DEPOSIT HAVE TO BE IN? _____

WHERE SHOULD THE DEPOSIT BE SENT TO? _____

WHAT IS THE START TIME? _____ WHAT IS THE END TIME? _____

WHAT TIME SHOULD THE GROUP ARRIVE? _____

WHERE SHOULD THE GROUP MEET? _____

DOES EVERYONE NEED TO BE PRESENT & GO IN AT THE SAME TIME? Yes No

ANY SPECIAL INSTRUCTIONS? (i.e. bring a water bottle, or no water bottles permitted, wear a jacket, wear tennis shoes, bring a notebook, bring spending money for food or gift shop, etc.)

OTHER NOTES:

