

# FIELD TRIP RESERVATION FORM

To schedule your free field trip, complete this form and submit it via fax or mail.

SECTION

1

## About Your Group

School name	_____	Your name	_____
_____	_____	Your phone	_____
Street address	_____	Your e-mail address	_____
_____	_____	Names and e-mail addresses of other teachers coming on the field trip:	_____
City	_____	Name	_____
State	_____	E-mail address	_____
Zip code	_____	Name	_____
School phone	_____	E-mail address	_____
School fax	_____		

_____ Number of students	If this is not a public or private school field trip, check one of the following: <input type="radio"/> Home school <input type="radio"/> Park District <input type="radio"/> Community/social organization <input type="radio"/> Youth education program	Please identify any special needs your group might have: <input type="radio"/> Special education <input type="radio"/> ESL <input type="radio"/> Physical disabilities <input type="radio"/> Other (please specify) _____
_____ Student grade level		
_____ Number of teachers		
_____ Number of chaperones		
_____ Number of classes		

SECTION

2

## Time and Date of Visit

Although we would like to give all groups their first choice, 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.**

	Date of visit	Entrance time	Exit time
1 <sup>ST</sup> choice	_____	_____	_____
2 <sup>ND</sup> choice	_____	_____	_____
3 <sup>RD</sup> choice	_____	_____	_____

SECTION

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## Additional Options

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

- Lunchroom seating**  
Available for up to grade 8.
- 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.
- Imagining Lincoln and Juárez**  
An audio experience and worksheet recommended for grades 6 to 8.
- In Our Own Words audio tour**  
Recommended for grades 6 to 12.

- Student Workshop: Decoding Lincoln Monuments**  
Recommended for grades 6 to 12. Please note: This is a one-time offering on Friday, November 20, from 10:00 a.m. to 12:30 p.m.

SECTION

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## Book Your Field Trip

**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 or online. We apologize for any inconvenience.

**Teachers:** To make a reservation for a professional development program, call 312.642.4600 or visit [www.chicagohistory.org/education](http://www.chicagohistory.org/education) (click on educator programs).

**ChicagoHistoryMuseum**