



Planning Your Field Trip Reservation Form

Name of School: _____

Grade Level: _____

Street Address: _____

Number of Students: _____

Number of Chaperones: _____

Area Code / Phone Number: _____

Fax Number: _____

Teacher Name: _____

E-mail Address: _____

Field Trip Info:

Planned date for this field trip: _____

Alternate date: _____

Arrival time: _____

Guided Tour with Docent: Yes No

Please return completed form by one of the following methods:

Email: FieldTrip@nara.gov

Fax: 616.254.0386

U.S. Mail: Gerald R. Ford Presidential Museum
303 Pearl Street NW
Grand Rapids, MI 49504

PLEASE NOTE

Docent-guided tours are limited to classes of 30 or less. Please contact the Museum at least two weeks prior to your visit.

For self-guided tours of groups larger than 75 students, we suggest you divide the students into smaller groups for maximum efficiency. An optional rotation schedule is provided for your review.

For docent-guided and self-guided tours, we require one adult chaperone for every 10 students; teachers are included in this figure.