



## Planning Your Field Trip Reservation Form

Name of School: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Number of Students: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_

**We require 1 adult for every 10 students.**

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 note: Limit of 1 class per guided tour, not to exceed 30 students.**

**A docent request *must* be made at least 2 weeks prior to visit.**

A confirmation letter will be sent within 2 business days.

Preferred Method:     Fax     U.S. Mail     E-mail

Gerald R. Ford Museum  
303 Pearl Street N.W.  
Grand Rapids, MI 49504  
Phone: 616.254.0400  
Fax: 616.254.0386  
Hours: 9:00 AM – 5:00 PM