



Gerald R. Ford Presidential Museum

Planning Your Field Trip

Reservation Form

Name of School _____

Street Address: _____

Area Code/Phone Number: _____

Fax Number: _____

Teacher's Name: _____

E-mail Address: _____

Number of Students: _____

Grade Level: _____

Number of Chaperones: _____

Field Trip Info:

Day & Date of Visit: _____

Alternate Date: _____

Arrival Time: _____

Docent-Guided Tour: Yes No

Please return completed form by one of the following methods:

Email: FieldTrip@nara.gov

Fax: (616) 254-0386

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

Hours of operation: Monday-Saturday: 9 A.M. to 5 P.M.
Sunday: 12 P.M. to 5 P.M.

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 example of a large class rotation schedule is available upon request.

For all school tours, we require one adult chaperone for every 10 students; teachers are included in this figure. The required chaperones are admitted free of charge.

High school students visiting the Museum as part of an organized school visit are admitted free of charge, as are children 15 years of age and younger.

All backpacks and large purses must remain on the bus.