



Reservation Worksheet

To help expedite planning your field trip:

1. Complete this worksheet
2. Fax worksheet to **770-386-0600** (fax)
3. After faxing this form, to complete the reservation process you must contact our Scheduling Department **770-606-5699** (phone) or darleneg@tellusmuseum.org
4. Only after receiving a confirmation number and paying your deposit is your field trip booked

School _____
Address _____

County _____ Phone _____ Fax _____
Contact Name _____
Cell # _____ Email _____

Grade _____	No. of students (minimum of 15) _____	No. of classes _____
Approx no. of teachers _____	Approx. no. of parents /chaperones _____	

Program
<input type="checkbox"/> Please view "Information on Field Trips"
<input type="checkbox"/> Please view "Description of the Programs by Gallery"
After reviewing all of our gallery programs, please choose one gallery and then one program in that gallery. The program must be grade appropriate.
Program name _____
Do you want to add on a planetarium show, show time is 1:00 p.m. - 1:45 p.m.? <input type="checkbox"/> yes or <input type="checkbox"/> no

Date requested (1 st choice) _____
(2 nd choice) _____
(3 rd choice) _____
Please choose a start time: <input type="checkbox"/> 9:30 a.m. <input type="checkbox"/> 10:00 a.m. <input type="checkbox"/> Afternoons
Please be advised that you should arrive 30 minutes before the start time of your program for check in purposes.

- If your number of students exceeds our maximum numbers allowed in a program please select multiple days.