# STUDENT TOUR
# RESERVATION FORM

Day & Date of Visit _____ Time of Visit _____

Group/School Name _____

Grade or Age_____ # of students _____ # of adults _____

Group Leader Name & Email _____
(for sending confirmation letter)

Phone numbers _____
school or business cell home

**TYPE OF TOUR** ☐ Museum only: self-guided

☐ Poe House only: guided tour only; takes 40 minutes

☐ Arsenal Park only: self-guided

☐ Full field trip option: Museum, Poe House, Arsenal Video, and activity (trip will take 1 ½ -2 hours)

☐

**Are there any special accommodations needed?_____**

**Bus departure time: _____**

Will the group shop? Yes ☐ No ☐ Maybe (Shopping adds 20/30 minutes to the length of the visit.) ☐

How did you hear about the museum?

**NOTES:**

Reservation taken & written on the calendar by _____ Date _____

Entered on the computer calendar by_____ Date _____

Confirmation letter scheduled for or emailed on _____ By_____

Follow-up email with survey link sent on _____