



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)

History Spy: _____ led by the group leader and includes activity sheet
(best for kindergarten and preschool-aged visitors.)

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 _____