



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@telluseum.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
 Please view "Information on Field Trips"
 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 _____

 Planetarium Show:
 Do you want to add on a planetarium show, show time is 1:00 p.m. - 1:45 p.m.?
yes or no
 Please note that if your program start time is 10:30 and you choose the 1:00 planetarium show then your lunches must be scheduled after the show at 1:45.

Date requested (1st choice) _____
 (2nd choice) _____
 (3rd choice) _____
 Please choose a start time: 10:00 a.m. 10:30 a.m. 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.