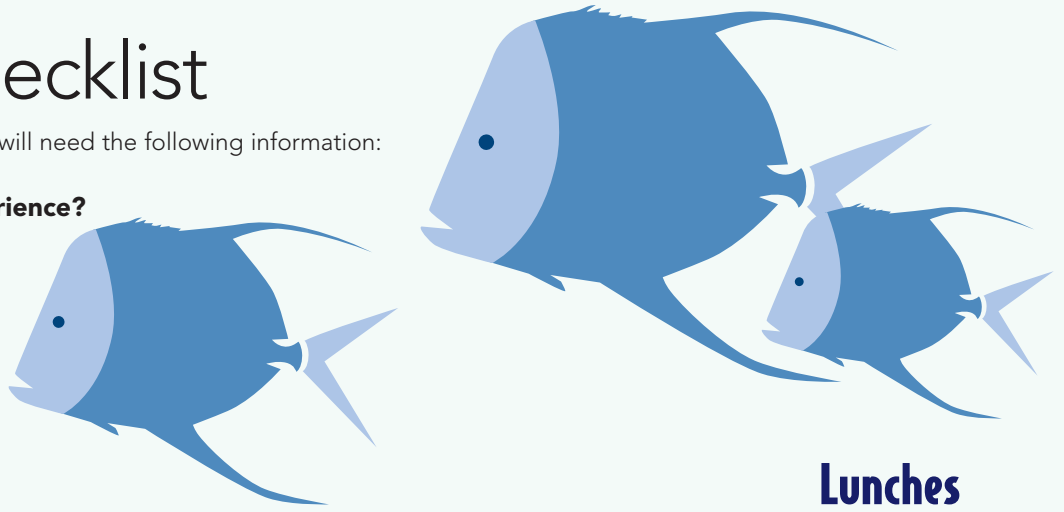


# Field Trip Checklist

When booking a field trip with us, you will need the following information:

## What do I want my class to experience?

- ☐ Aquarium/IMAX Combo
- ☐ Aquarium
- ☐ IMAX
- ☐ Onsite Classroom Program
- ☐ Behind-the-Scenes Tour
- ☐ Guided Tour
- ☐ Whale Watch



## What date do I want to schedule the field trip or program? \_\_\_\_\_

*We recommend having a first and second choice of dates. The Aquarium is at its busiest at the end of the week from 9 a.m.-12 noon. Please make your arrangements at least two weeks in advance.*

## Number of students? \_\_\_\_\_ Number of chaperones? \_\_\_\_\_

## What time do I want my class to arrive? \_\_\_\_\_

## Eat lunch? \_\_\_\_\_ (Bringing or buying lunch?) Visit Gift Shop? \_\_\_\_\_

## Attend other programs? \_\_\_\_\_

## Depart? \_\_\_\_\_

*The New England Aquarium opens at 9 a.m. and the Simons IMAX Theatre's first film is at 10 a.m.*

## Who is the group leader? \_\_\_\_\_

*This person is in charge of all communication between the Aquarium and your school.*

## School Name \_\_\_\_\_

## School Address \_\_\_\_\_

## City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

## After your field trip or program is scheduled

You will receive a reservation confirmation number:

*This number is important, please refer to it when calling the Aquarium.*

You will be mailed a confirmation packet.

*Please review this packet carefully. Make sure the date, time and program match your records*

## Payment Policies

### • For Aquarium-only reservations:

No deposit is required.  
Final payment is due upon arrival.

### • For Combination Programs (Aquarium, IMAX, Classroom Program, Whale Watch):

A 50% non-refundable deposit will be due 30 days prior to your arrival date and can be paid via school check or credit card. The final payment will be due upon your arrival only for the number of people in the group.

- **Cancellation policy:** The deposit will be available for use 90 days from the date of cancellation/exchange/refund request. If the group doesn't apply this deposit to a trip within 90 days, the deposit is forfeited.

## Things to Remember

- Contact the TRC for field trip preparation materials.
- A reservation must be made at least two weeks in advance to receive the group rate.
- **Chaperones are required to stay with their group at all times.**
- Bus parking is not available at the Aquarium. Please display bus permit while dropping off and picking up students. The bus driver will be directed to an offsite lot upon arrival. Parking costs vary per lot. Please budget \$7-18/day.

## Lunches

### Lunch Vouchers:

Vouchers are \$6.50 and allow students their choice from each category:

**Entrée:** Any sandwich, any pizza, any burger or nuggets and fries

**Drink:** Any soda, milk or chocolate milk

**Dessert:** cookie, brownie, or chips

**Place your lunch voucher order when scheduling the field trip by calling 617-973-5206.**

### Advance notice of 72 hours is required.

*Seating is not reserved for the Harbor View Café and is available on a first-come, first-served basis.*

## Simons IMAX<sup>®</sup> Theatre

### Concession Packs

Small popcorn and small soda: \$3.50  
Small popcorn, small soda and assorted candy: \$5

**Place your concession order when scheduling the field trip by calling 617-973-5206.**

### Advance notice of 72 hours is required.

## Gift Shop

You can arrange to purchase fun and educational souvenirs for your group at a discounted price. They will be ready and waiting for you!

**Call the Aquarium Gift Shop at 617-973-5266.**