



Student Group Pre-Visit Worksheet

- School/Organization Name _____
- Grade Level _____
- Lead Teacher's Name _____
- Lead Teacher's Email Address _____
- Lead Teacher's Phone _____
- Number of Classes _____
- Total Number of Students _____
- Number of Chaperones _____
- Requested Field Trip Date...
Month _____ Day _____ Year _____
- How did you hear about us? _____
- Subject/Topic of Focus _____
- Add On Activity _____
- Time of Arrival _____
- Departure _____
- Lunch on Site? _____
- Will you arrive by bus or cars? _____
- Do you have any special needs so that we can best prepare for your visit?

• NOTES ...
