



## FIELD TRIP RESERVATION REQUEST

Complete the following reservation request and return to the Assistant Director of Enrichment via email to [fieldtrips@mcm.ms](mailto:fieldtrips@mcm.ms) or fax to 601-709-2603. You will receive a confirmation via email as soon as possible. **To be eligible for the group rate, your group must include a minimum of 15 children. For every 5 children, each group must provide one adult chaperone.**

Name of School/Organization	Contact Person
Address	City/State/Zip
Age Range or Grade Level of Children	Number of Special Needs Children
Total Number of Children	Number of Classes
Number of required chaperones (one FREE per every five children)	Number of additional chaperones paying the \$5 group rate
Phone number(s) <b>(Required)</b>	E-mail address <b>(Required)</b>

### When would you like to visit?

Date (month, day, year)	Day of the week	Requested Time
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### What type of field trip do you want?

Choose only ONE type from list below. Detailed information can be found at [www.mschildrensmuseum.org](http://www.mschildrensmuseum.org)

	FIELD TRIP TYPE	EXPLANATION	AGE RANGE	NUMBER OF CHILDREN	MONTHS OFFERED
	Museum Exploration	2 hour visit includes exploration of all 5 galleries	ALL ages	Up to 250 students	ALL YEAR
	Scavenger Hunt	2 hour visit includes exploration of all 5 galleries and ONE hunt <ul style="list-style-type: none"> <li>• _____ Wild About Reading Hunt</li> <li>• _____ World at Work Hunt</li> <li>• _____ Exploring Mississippi Hunt</li> <li>• _____ Healthy Fun Hunt</li> <li>• _____ Museum Wide Hunt</li> <li>• _____ Literacy Garden</li> </ul>	2 <sup>nd</sup> -6 <sup>th</sup> grade	Up to 250 students	August-May
	Journey of Digestion	2 hour visit includes exploration of all 5 galleries and selected program	K-3 <sup>rd</sup> grade	Up to 75 students	September and October
	Get Heart Smart	2 hour visit includes exploration of all 5 galleries and selected program	1 <sup>st</sup> -5 <sup>th</sup> grade	Up to 75 students	January and February
	Dr. Seuss	2 hour visit includes exploration of all 5 galleries and selected program	PK-1 <sup>st</sup> grade	Up to 75 students	March and April
	Math Curse	2 hour visit includes exploration of all 5 galleries and selected program	2 <sup>nd</sup> -5 <sup>th</sup> grade	Up to 75 students	Sept. to Oct. AND Jan. to May
	What Do Wheels Do All Day?	2 hour visit includes exploration of all 5 galleries and selected program	PK-1 <sup>st</sup> grade	Up to 75 students	Sept. to Oct. AND Jan. to May
	Brown Bear, Brown Bear	2 hour visit includes exploration of all 5 galleries and selected program	PK-1 <sup>st</sup> grade	Up to 75 students	Sept. to Oct. AND Jan. to May
	Bricks4Kidz - <b>additional fee</b>	2 hour visit includes exploration of all 5 galleries and selected program	K-6 <sup>th</sup> grade	Up to 75 students	Upon request

### FIELD TRIP ADD ONS: Choose all that apply.

ADD ON ITEM	PRICE
Extra hour of museum exploration!	\$1.50 per person
Souvenir bags (include how many you need). <b>Order must be placed at least one week prior to visit.</b>	\$3.50 +tax per bag
Boxed Lunch (include how many you need of each type). Boxed lunch includes a sandwich, chips, cookie and bottled water. <b>Order must be placed at least one week prior to visit.</b> _____HAM _____PB&J _____TURKEY _____HOT DOG	\$5.00 +tax per lunch

### Important field trip policies and related information:

- Mississippi Children’s Museum (MCM) will only accept ONE transaction per field trip group. Please collect all cash from adult chaperones paying the \$5 group rate prior to approaching the front desk for payment, so that it can be included in the school’s ONE payment transaction. Payment is due upon arrival in the form of CASH, CHECK OR CREDIT CARD. We do not accept purchase orders as payment.
  - All visitors not included in the school’s ONE payment transaction will be required to pay our regular admission rate of \$10 at the door.
- Groups must schedule a visit with the Assistant Director of Enrichment in order to receive the group rate. If your group arrives at the museum without making a reservation, we may ask your group to wait or reschedule for another day.
- The group rate is **\$5.00** per person, with one teacher/chaperone per every five students receiving complimentary admission. Any teachers or chaperones beyond the 1:5 adult to student ratio are eligible for the group rate if they pay with the group.
- To be eligible for the group rate, your group must include a minimum of **15 children**.
- Field trips or group visits last for a total of **2 hours** (additional time is available at an additional cost).
- Group rate bookings are available on Tuesday-Friday from 9:00 a.m. – 3:00 p.m.
- Please be advised that your group will be sharing the museum with other groups and individual visitors during your visit.
- Box lunches and souvenir gift bags are available for purchase. These items must be ordered at least **one week before** your visit.
- A no-show status or cancellation of your reservation within seven days of your planned visit will result in a \$50.00 fee billed to your group. If the \$50.00 fee is not paid, your group will not be eligible for the \$5.00 group rate in the future.
- If any child or group of children is being unruly, misbehaving, or being extremely disrespectful to museum staff and property, the museum reserves the right to ask the group to leave.
- The Mississippi Children’s Museum is open and accessible to all. If someone in your group has special needs, please contact the museum in advance of your visit with any special requests to help facilitate your visit.

For additional inquiries, use contact information below:

Mississippi Children’s Museum  
Assistant Director of Enrichment, Sheri Bradford  
Office: 601.709.8350  
E-mail: [fieldtrips@mcm.ms](mailto:fieldtrips@mcm.ms)

Mailing:  
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