

## Field Trip Planning List

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Time frame: \_\_\_\_\_ Cost: \_\_\_\_\_ When due: \_\_\_\_\_

Ages of students appropriate for: \_\_\_\_\_

Can younger/older siblings attend? \_\_\_\_\_

***Description/purpose (what we'll be doing or seeing, self-guided/guided, indoor/outdoor):***

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### ***Location Contact Information***

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address for thank you cards: \_\_\_\_\_

### ***Traveling***

Are directions needed? a map? \_\_\_\_\_

Specific parking instructions: \_\_\_\_\_

Where will we meet? \_\_\_\_\_

### ***Eating Arrangements***

Will this time frame include a meal? \_\_\_\_\_ If yes, are there eating facilities or a picnic area?

\_\_\_\_\_ Should families plan to bring money for meals? \_\_\_\_\_

### ***Miscellaneous***

specific items to bring (water, sunscreen, bug spray, notebooks, quilts for sitting/eating on)  
pre-trip educational ideas, handouts, or website to check out

### ***Have you.....***

verified date

turned in announcement with the specifics of the trip

kept in touch with location contact person

turned in signup list

written thank you card

