

Contact Information

Person Making Reservation: _____

School Name: _____

Address: _____

Phone: _____ Contact Email Address: _____

Lead Educator (This person should be attending on the day of the trip): _____

Cell Phone (Used only for emergencies): _____

Basic Information

Choice of Dates: 1st: _____ 2nd: _____ 3rd: _____

Ticket Type (Check One): Day Pass (4 Hours) - \$13.00
 Extended Day (4+ Hours) - \$15.50/student

Total Number of Students: _____ Grade Level(s): _____

Total Number of Adults (Educators + Chaperones): _____

Arrival Time: _____ Departure Time: _____

We are arriving by: Bus Car SunRail Other:
Garage parking is offered for groups arriving by car on a first come, first serve basis. Parking is \$5.00 per vehicle.

We have chaperones who will be using their Science Center membership: Yes No
Groups will receive one free adult per every 10 paying students. Additional adults will be charged a chaperone fee. Chaperones with a valid Orlando Science Center membership may apply their membership towards field trip admission. A copy of the membership card and photo ID will need to be presented during field trip check-in.

Our group requires special accommodations Yes No

Program Options

Discovery Lab, Film and Exhibits
Lab Topic: _____

OR

Live Show, Film, and Exhibits

Lunch Options

Lunch: We will bring our own lunch.
 We would like to purchase lunch.
Boxed lunches are \$6.50 each. Please see Subway Order Form for lunch options. Orders must be received two weeks prior to your field trip date.

Location: Park (Outdoor, picnic-style area)
 Club House (Seating Capacity: 156)

Exhibit Preferences

Exhibit scheduling is based on availability. See Educator's Guide for exhibit options.

Exhibit 1: _____ Exhibit 2: _____ Exhibit 3: _____

A 20% non-refundable deposit or \$50 (whichever is greater) is required to book a school field trip. The deposit must be received by Orlando Science Center's Reservation Department within two weeks of booking. If you are booking a trip within two weeks, the deposit is due at the time of booking. A cancellation fee equal to the non-refundable deposit amount will be applied to all groups requesting cancellation after the field trip confirmation has been sent by Orlando Science Center. All cancellations made two weeks or more from the scheduled field trip date will receive a refund of collected monies minus the cancellation fee. No-shows and cancellations made less than two weeks prior to the field trip date will forfeit their refund.

Please email this form to classes@osc.org or fax to 407.514.2067. Your reservation is not complete until you receive an email confirmation.



Good Morning!

Thank you for volunteering to chaperone our field trip today!
Here is the list of children who will be with you throughout the day:

1. _____	8. _____
2. _____	9. _____
3. _____	10. _____
4. _____	11. _____
5. _____	12. _____
6. _____	13. _____
7. _____	14. _____

Helpful Tips:

- Departure at _____ a.m.
- Your group will be in bus # _____.
- Upon arrival, please wait on the bus until an Orlando Science Center staff member gives you further instruction.
- All lunches and backpacks should be placed on the lunch cart labeled with our school name.
Student backpacks are not permitted in Orlando Science Center.
- Each child and chaperone will receive a wristband at check-in. Please help your students put on the wristbands.
- We will be divided into groups of 30 for our Discovery Labs and groups of 60 for Science Center exploration.
- We will meet in the Club House or Park for lunch at _____.
- We are scheduled to see a film at _____. The CineDome is located on Level 1. Please meet in the queue 10 minutes prior to start time. Make sure your students use the bathroom before the movie.
- We will meet in the Clubhouse located on Level 1 at _____ p.m. for departure.



Office use only (date submitted): _____



Field Trip Lunch Order Form

Name of School	
Date of Trip	
Location of Lunch	
Time of Lunch	

**Each boxed lunch includes the following:
6" sub, chips, a cookie, and a drink**
(Substitutions are not available at this time)

Item	Quantity	Cost per Item	Total
Ham & Cheese		\$6.50	
Turkey & Cheese		\$6.50	
Veggie		\$6.50	
Total		Total	

Order forms and a final count are due at 9:00am **2 weeks before your scheduled trip**. All orders received after this deadline cannot be accommodated.

NO CHANGES CAN BE MADE TO THE ORDER THE DAY OF THE TRIP.

Please submit orders to classes@osc.org or fax to 407-514-2067.