



Date Taken: _____

By: _____

Versai: _____

Field Trip Reservation

\$4.75 per student: _____ 1:5 ratio: _____ Tag-a-longs \$4.75: _____ Bring 2 boxes per class : _____

Date of Visit: _____ Day: _____ Time: _____

Deposit Due Date: _____ *(Deposit is 50% of field trip cost and is due 2 days prior to visit)*

Contact Name: _____ Phone : _____

Email: _____

School Name: _____ Grade: _____

District: _____

Address: _____ City: _____ State: _____ Zip: _____

Number of Children estimated to attend: _____ Day of Actual number: _____

Method of Payment:

Cash: _____ Check: _____ P.O: _____ Credit Card: _____

Office Checklist Leading Up to Field trip

	Date	Time	Versai/Initial
Add to Google Calendar			
Send Confirmation Letter			
Deposit received			
Reminder Call			
Payment Received			