

**In-Person Field Trip Request Form For Tour Groups**

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| --- | --- |
| Tour Company Name  | School Group’s Reference Number/ Trip ID Number (if have one)  |
| School/Group Name Grade Level  |
| **Teacher Name(s) for All Teacher(s) Attending for Gold Rush or Print Shop Program ONLY:** please include Miss, Ms., Mrs., Mr, Mx, etc  |

**What Program(s) Would You Like To Schedule?**

**Museum Programs (1 hour unless specified)**

[ ]  Gold Rush w/ Gold Panning **(1.5 hrs.)** [ ]  Head West **(1.5 hrs.)** [ ]  History Mystery [ ]  Cemetery Tour **(1.5 hrs.)**

[ ]  Underground Tour (**limit of 25 people, for 3rd grade and up**) [ ]  Old Sacramento Scavenger Hunt

[ ]  Historic Print Shop **(30 minutes)** [ ] Gold Panning **(30 minutes)** [ ]  Museum Scavenger Hunt

**How many of each of the following will be attending?**

|  |  |  |  |
| --- | --- | --- | --- |
| Students (Minimum 10 Students) | Teacher | Chaperones/ Other Adults | Tour Guides |
|   |   |   |   |

**Preferred Dates & Times for Program(s)-** Programs available from 10AM-3:30PM

|  |  |
| --- | --- |
| Date  | Time  |

**Notes or Comments?**

Please note that this is not a confirmation. This request form does not guarantee you the program, date or time requested above. Program is confirmed once you receive an invoice. Payment is required one week before program.

**CANCELLATION POLICY**- We require 1-week notice to cancel or reschedule programming. We will not issue a refund for cancellation less than 1 week from the original field trip date. If cancellation occurs less than 1 week before a scheduled program, you must talk to someone from the education department to confirm your cancellation. **No Shows, No Calls will be charged the full balance in addition to the $50** **late fee**.