Field Trip Reservation Policy

- Reservation must be submitted 1 week in advance.
- All visits are self-guided and 1 teacher per class receives complimentary general admission.
- Required ratio of 1 adult chaperone per 10 students for museum visits, not including teacher. Adults in ratio are complimentary. Additional adults will be charged the group adult rate.
- Must have a minimum of 15 students to qualify for student group rates.
- Payment due before or on date of visit. Cash, Check or Credit Card Payment accepted. The Putnam accepts MasterCard, Visa, Discover, and American Express.
- Concessions snack box pre orders need to be made TWO days prior with form. This is for all education groups. If no form is received, in advance, groups will not be able to receive concessions. This is to ensure supplies and staffing needs are met appropriately. Payment for concessions due on day of visit.
- Temporary or Traveling exhibits may require an up-charge (This will also apply to adults receiving complimentary general admission)
- Groups of 50 or more may request a Giant Screen Film from current showings or our film library. Requests will be honored based on theater availability. The film library is located on at: https://www.putnam.org/learning/educational-films-library

For more field trip information please contact:

Cindy Blobaum – Education Programs Administrator
Putnam Museum and Science Center, 1717 W. 12th St., Davenport, IA 52804
Phone: 563.324.1933 Email: CBlobaum@putnam.org
Website: https://www.putnam.org/learning/plan-a-field-trip

Field Trip Reservation

Choice Date: ________________ 2nd Choice Date: ________________ 3rd Choice Date: ________________

Arrival Time: _______ Depart Time: _______ Grade: _______ #Classes: ______ #Students ______ #Adults ______

Teacher/Leader: __________________________ School/Organization: __________________________

Address: __________________________ City/State/Zip: __________________________

Phone: Work or Cell __________________________ Email: __________________________

Will your class need a reserved space for lunch? Yes or No ________________ Time: __________

Will your class be purchasing snacks from our concession stand? Yes or No __________________________

Does your class plan to visit the Museum Store? ______ If so, what time? __________________________

Does your class need any special accommodations? __________________________

Subsidy: Free/reduced lunch % __________________________

- Option 1: Museum & Science Center
  $4.00 per school youth, $4.50 for group youth, and $8.00 for adult not in required ratio.
    - When applicable, entrance to a specific exhibit may require an up-charge to all in party.

- Option 2: Giant Screen Theater
  $5.00 per school youth, $5.50 per group youth, and $8.00 per adult not in required ratio, add on is less.
    *Time of show is subject to theater availability.
    Film (if not selected, one will be selected for you): __________________________

- Option 3: Educational Program
  $75.00 per program – 45 minutes
  $85.00 per program – 60 minutes
  Program: __________________________
    - Program descriptions are in the Educator Resource Guide