



REYNOLDS-ALBERTA MUSEUM Education Program Confirmation



Please review the information carefully. If there are any corrections required please contact the Booking Office immediately at (780) 361-1351 or 1-800-661-4726 ext 236.

Date of Visit: _____ **Arrival:** _____ **Departure:** _____

Name of School: _____

Mailing Address: _____

Contact Name: _____ **Phone:** _____

Fax: _____ **E-mail:** _____

Grade: _____ **# of Students:** _____ **# of Supervisors:** _____

Visiting groups must have a **minimum ratio** of 1 teacher/supervisor for every 10 students. Schools are permitted a **maximum ratio** of 1 teacher/supervisor for every 5 students. Any additional people will be charged the standard admission rates.

To ensure a satisfactory experience for your group and other visitors to the facility, it is essential that your students be **well supervised** during their visit. Please ensure that you have appropriate supervision for your group.

Reservation Guarantee: (This is to reserve your BOOKED PROGRAMS and to guarantee payment. This credit card will be charged if you fail to provide payment or in a case of insufficient funds.)

Type of Card: _____ **Card Number:** _____ **Exp Date:** _____

Card holder's name: _____ **Notes:** _____

Payment must be made upon arrival to the museum. We accept Master Card, Visa, American Express, Debit and cheques. Please make cheques for programs/tours payable to: REYNOLDS-ALBERTA MUSEUM.

PROGRAM COST

NOTE: There is a There is a minimum charge of **\$60.00** per staff-led program and a minimum charge of **\$30.00** per self-guided program.

2	staff-led programs X \$4.00 per program =				
0	self-guided programs X \$1.50 per program =				
	Kit fee of \$2.00 =				GRAND TOTAL
	Total per student		X	75	Students =

** All programming costs include GST **

If you are in agreement with the details on this page and your responsibilities as group leader, **please sign below and fax this page** to the Reynolds-Alberta Museum. If there are any concerns please contact the Bookings Office at your earliest convenience.

Teacher's Signature

Date

Fax to: JUANITA VOTH @ (780) 361-1239

Phone: 780 361-1351 ext. 236

E-mail: booking.reynolds@gov.ab.ca

Education Program Confirmation: Schedule

Please review the information carefully. If there are any corrections required please contact the Booking Office immediately at (780) 361-1351 or 1-800-661-4726 ext 236.

Teacher:

School:

Phone:

Arrival:

Departure:

of Students:

Grade:

Date of Visit:

Please make every effort to arrive on time. Groups arriving late may have their program or tour shortened if museum staff have other pre-scheduled commitments.

PROGRAM AGENDA

Group A Activities	Start Time	End Time	Guided by Staff?	
			Yes	No
Arrival	9:45	10:00		
Welcome/Orientation	10:00	10:15		
Changing Gears Multi-Image Show	10:15	10:30		
Simple Machines	10:30	11:30		
Lunch	11:30	12:00		
Modus Mechanicus	12:00	1:00		
Gallery and Hangar Time	1:00	2:00		

Group B Activities	Start Time	End Time	Guided by Staff?	
			Yes	No
Arrival	9:45	10:00		
Welcome/Orientation	10:00	10:15		
Changing Gears Multi-Image Show	10:15	10:30		
Modus Mechanicus	10:30	11:30		
Gallery and Hangar Time	11:30	12:30		
Lunch	12:30	1:00		
Simple Machines	1:00	2:00		

Group C Activities	Start Time	End Time	Guided by Staff?	
			Yes	No
Arrival	9:45	10:00		
Welcome/Orientation	10:00	10:15		
Changing Gears Multi-Image Show	10:15	10:30		
Gallery and Hangar Time	10:30	11:30		
Lunch	11:30	12:00		
Simple Machines	12:00	1:00		
Modus Mechanicus	1:00	2:00		

Group D Activities	Start Time	End Time	Guided by Staff?	
			Yes	No

FOOD SERVICES

If you wish to pre-order meals from our Diner, please ask the Bookings Office for forms. Please fax the forms to 780-361-1239. Groups are also welcome to bring bag lunches and eat in our Diner.

	Yes	No
Will the Group be pre-ordering lunch from the Diner?		

FOR OFFICE USE ONLY:	BOOKING TAKEN BY: Juanita Voth	DATE: March 17, 2021
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Phone: 780 361-1351 ext. 236	E-mail: booking.reynolds@gov.ab.ca	Website: reynoldsalbertamuseum.com
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