



# RESERVATION REQUEST FORM

## BANNING MUSEUM EDUCATIONAL PROGRAMS

### FALL 2019- SPRING 2020

**1.** Please provide all requested information. Requests will be processed in the order they were received at the museum. Forms will be processed until the programs are filled.

School Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ School Phone: \_\_\_\_\_

Reservation Contact Person: \_\_\_\_\_

**Email** (address required for reservation confirmation): \_\_\_\_\_

Teacher in charge the day of visit: \_\_\_\_\_ Teacher Phone: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Classes: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ (max. 1 adult/10 students) Will you be carpooling? \_\_\_\_\_

In order to better serve your group please indicate if any students have special needs and what type of assistance is needed? \_\_\_\_\_

**Yes, we would like to be considered for a Bus Grant**

*(Please visit our website ([www.thebanningmuseum.org/education/teachers](http://www.thebanningmuseum.org/education/teachers)) to see if you are eligible for a Bus Grant. Bus Grants are only available for the Living History School Program and Evolution of a Town programs.)*

**2.** Select one Program (If the number of your students exceeds the program maximum, submit a separate form for each additional day.)

**Living History School Program** (Grade 4) Tuesdays & Thursdays /November - June 9:30 am (2.5 hours)  
excluding April (Maximum 60 students)

**Banning Heritage Week** (Grade 4)- October 7-11, 2019 OR April 20-24, 2020 9:15 am (3 hours)  
(Maximum 150 students per day)

**Evolution of a Town** (Grade 3) -Wednesdays/ October -June 9:30 am (2.5 hours)  
excluding Banning Heritage Weeks (Maximum 60 students)

**3.** Select a date

1st Date Preference: \_\_\_\_\_

2nd Date Preference: \_\_\_\_\_

3rd Date Preference: \_\_\_\_\_

**If your requested dates are not available you will be notified by email.**

**DO NOT ASSUME YOU HAVE A RESERVATION UNTIL YOU RECEIVE A CONFIRMATION EMAIL**

**4.** RETURN COMPLETED FORM By Fax, Mail or Email

FAX to: (310) 548-2644

MAIL to: The Banning Museum, Attn: Reservations, P.O. Box 397, Wilmington, CA 90748

EMAIL to: [info@thebanningmuseum.org](mailto:info@thebanningmuseum.org)