



**New England
Aquarium**

Field Trip Checklist

When booking a field trip with us, you will need the following information:

School name

School address

City State, Zip code

Phone Fax

Email

What do I want my class to experience?

- Aquarium/IMAX Combo
- Aquarium/Whale Watch Combo
- Aquarium
- IMAX
- Onsite Education Program
- Behind-the-Scenes Tour
- Guided Tour
- Whale Watch

What date do I want to schedule the field trip or program?

We recommend having a first and second choice of dates. The Aquarium is at its busiest at the end of the week from 9 a.m.-12 noon. Please make your arrangements at least two weeks in advance.

First choice Second choice

Number of students Number of chaperones

What time do I want my class to arrive?

Eat lunch? (*Bringing or buying lunch?*)

Visit Gift Shop?

Attend other programs?

Depart?

After your field trip or program is scheduled you will receive a Confirmation Number:

This number is important, please refer to it when calling the Aquarium.

- You will be mailed a confirmation packet. Please review this packet carefully. Make sure the date, time and program match your records.

Payment Policies

- **For Aquarium-only reservations:** No deposit is required. Final payment is due upon arrival.
- **For Combination Programs (Aquarium, Whale Watch, IMAX and Education Programs): A 50% non-refundable deposit will be due 30 days prior to your arrival date and can be paid via school check or credit card. The final payment and headcount will be due one week prior to visit.**
- **Cancellation policy:** The deposit will be available for use 90 days from the date of cancellation/exchange/refund request. If the group doesn't apply this deposit to a trip within 90 days, the deposit is forfeited.

Things to Remember

- Contact the TRC for field trip preparation materials.
- A reservation must be made at least two weeks in advance to receive the group rate.
- **Chaperones are required to stay with their group at all times.**
- Bus parking is not available at the Aquarium. Please display bus permit while dropping off and picking up students. The bus driver will be directed to an offsite lot upon arrival. Parking costs vary per lot. Please budget \$9-25/day.