

CCHE FIELD TRIP / EVENT PLANNING SHEET

Field Trip:

Address and Directions:

Phone number:

Email address:

Fax number:

Contact Person:

Special instructions about booking:

Date:

Time:

Ages of children trip designed for:

Minimum number required for trip:

Maximum number permitted for trip:

of adults required to be present:

of adults permitted to be present:

Are younger children or babies / older siblings permitted to be in attendance?

Is it stroller friendly?

Cost per child?

Cost per adult?

Highlights about the trip:

Special notes or instructions: (special clothing required, restrictions, etc)

*With thanks to KWCHEA for letting us use their template!