

New York State Museum – Group Visit Registration Form – Fax To: 518-486-7275

One - Contact and Group Information		
Name of Contact Person		
Contact e-mail Address Confirmation will be sent to this e-mail address		
School Name	School District	
School Telephone Number	County	
Street Address		
City	State	Zip Code

Two - Class Information and Museum Programming						
Does your group require an instructor-guided program? No <input type="checkbox"/> Yes <input type="checkbox"/>						
	Grade	Teacher or Group Leader	# Students ¹	# Adults ²	# Total	Program
Class 1						
Class 2						
Class 3						
¹ Pre-K and Kindergarten programs are limited to 20 students per class. All other programs have a limit of 30 students per class. There is no limit to the number in a self-guided group.						
² Groups attending the Fleet Great Art exhibits must provide ONE adult chaperone for every FIVE students. All other groups must provide ONE chaperone for every TEN students.						

Three - Date Of Visit (Please provide three possible visit dates in order of preference)			
	Date	Arrival Time ¹	Departure Time
First Choice			
Second Choice			
Third Choice			
¹ Plan to arrive at the Museum at least 15 minutes prior to your program's scheduled start time. Program times cannot be extended for groups that arrive late.			

Four - Lunch and Parking	
LUNCH Seating is available for those groups that wish to bring lunches and eat them on the premises. Lunchroom seating is limited and is available Monday through Friday from 11:00am to 1:00pm. Will your group require seating in the Student Center lunchroom? No <input type="checkbox"/> Yes <input type="checkbox"/>	
PARKING See the updated parking information on our web site	

Five - Please indicate any special needs, here. Reasonable efforts to accommodate will be made.