

Field Trip Checklist

MAKING YOUR RESERVATION

- Review programs, films, prices, policies and procedures in this guide.
- Select at least three possible field trip dates.
- Verify your dates with school administration and transportation.
- Determine the number of students and chaperones.
- Call the Museum at 954.713.0930 to check date availability and make your reservation.

RESERVATION CONFIRMATION

- Look for your confirmation/invoice letter from the Museum.
- Fax signed confirmation/invoice letter to Museum. Fax # 954.467.0456.

Tip: Call 954.713.0930 if you do not receive your confirmation/invoice letter within three days of making your reservation.

DEPOSIT

- Pay 20% non-refundable deposit within 14 days of making reservation with check, credit card or money order.

Tip: Your deposit is non-refundable so plan your trip carefully. If you fail to pay your deposit by the deadline, your reservation may be subject to cancellation.

FINAL HEADCOUNT

- 14 days before visit, call Museum at 954-713-0930 to give final headcount.
- 10 days before visit, look for a final invoice from the Museum showing final headcount.

Tip: Make sure you are submitting an accurate final headcount as you are guaranteeing payment for that number.

FINAL PAYMENT

- Mail check for final payment so Museum receives it 7 days prior to visit. Notate confirmation number on check.
- If paying by credit card, call Museum to provide credit card account information 7 days prior to visit.

Tip: If final payment is not made by the deadline, your reservation may be subject to cancellation and you will forfeit your deposit.

SUBWAY CAFE AND EXPLORE STORE

- 7 days before visit, fax lunch order to Subway. Fax # 954.779.1102.
- 7 days before visit, fax gift bag order to Explore Store. Fax #954.523.5265.

Tip: If you have Subway questions, call 954.779.1102. If you have Explore Store questions, call 954.712.1167.

DAY OF VISIT

- Arrive at least 20 minutes prior to IMAX show time to allow enough time to load students into theater. If your transportation is running late, please call 954.713.0930.
- Check in at box office. Notify cashier if your final headcount has increased and pay any additional admission fees.

PAYMENT, CANCELLATION & REFUND POLICIES

Deposit: 20% non-refundable deposit is due within 14 days of making your reservation.

Final payment: Final payment is due 7 days prior to visit.

Payment Methods: We accept checks, money orders or credit cards (Visa, MasterCard, American Express or Discover.) We do not accept purchase orders. Make your check out to Museum of Discovery and Science.

Payment Address:

Mail check to: Attn: Reservations
Museum of Discovery and Science
401 SW 2nd St., Ft. Lauderdale, FL 33312

Rescheduling Fee: If you reschedule your visit date, you will be charged a \$25 rescheduling fee. Please note that rescheduling cannot be guaranteed due to limited availability.

Cancellation and Refunds:

- If you cancel your reservation within 14 days of booking your visit, there will be no penalty.
- If you cancel your reservation 14 days or more after booking your visit, you will forfeit your 20% non-refundable deposit.
- If you cancel your reservation 7 days or more before your visit, you will be issued a refund less your 20% non-refundable deposit.
- If you cancel less than 7 days before your scheduled visit, no refund will be issued.
- There will be no refunds if your group is a no-show the day of your scheduled visit.