

OUTREACH SCHOOL PROGRAMS REQUEST FORM



Thank you for filling out our Outreach School Programs Request Form. Please make your reservation *at least* 3 weeks prior to your desired visit in order to improve your chances for scheduling your preferred programs. Please note: Teachers must remain with students at all times. Payment is due no later than 2 weeks after scheduled program. If you have any questions, please contact Outreach School Programs at 303.370.6453 or outreach@dmns.org.

School/Location Information

Please complete the following as accurately as possible.

School/Location Name _____

School/Physical Address _____

City _____ State _____ Zip Code _____

County _____ District _____

*Mailing Address _____

*Billing Address _____

**If different than location address*

Contact Information

This information should pertain to the person setting up the Outreach program and will be the main point of contact for the Museum.

Name _____

Position _____

School Phone Number _____ Cell/Home Phone Number _____

E-Mail Address _____

If using your school e-mail, please be sure to check your spam/junk e-mail folder.

Best Method of Contact: E-Mail Phone

Alternate Contact _____

School Phone Number _____ Cell/Home Phone Number _____

Planning Our Visit

School Start Time _____ School End Time _____

Time(s) of Specials _____

Time(s) of Lunch _____

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Preferred Date

Please note there is a **\$50** fee for cancellations with less than 2 weeks' notice.

First Choice Date of Visit _____

Second Choice Date of Visit _____

Third Choice Date of Visit _____

Program Request

If you need more room, please use the Notes section on the following page.

Program Name	Grade	Program Time	# of Students

Bilingual Educator

Would you like to request a bilingual museum educator?

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Financial Assistance

Are 50% or more of your students on the Federal Free & Reduced Lunch Program (FLP)?
Schools with 50% or more students on FLP may be eligible for scholarships depending on fund availability.

Questions, special accommodations, or notes:

E-mail to: outreach@dmns.org

Fax to: 303.370.6006 - Attn: Outreach Dept

Mail to:
School Programs
Box #2
2001 Colorado Blvd.
Denver, CO 80205

Call: 303.370.6453

One of our School Programs reservationists will contact you within 2–3 business days of the submission of this form. Please note that your reservation request is not complete until you have received our confirmation.

Thank you! We look forward to your visit.