

Colorado Railroad Museum In Classroom Reservation Form



School Information:

School: _____ County: _____ School district: _____

Address: _____ Zip: _____

Main School phone: _____ Fax: _____

Class information:

Teacher: _____ Grade(s): _____ Age(s): _____

Teacher cell phone: _____ Email: _____

Please identify any special needs your group might have:

special education ELL physical disabilities Other (please specify) _____

Program Specifics: please select one program per reservation form:

(Rail Days in April and Fieldtrips to the Museum use separate reservation forms)

- The Great Big Map of Colorado—Train Timeline Artifact Trunk: Economy on the Tracks
- Artifact Trunk: Technology & Trains Artifact Trunk: Social Customs on the Railroad

In-classroom program options:

- On Your Own (Teacher picks up trunk and keeps for 1 week to teach program)
- Guide (Museum guide brings trunk and does a 45 minute presentation)

Date of program: Not available on Monday

1st choice: _____

2nd choice: _____

3rd choice: _____

Time of Visit: Please tell us what time you wish us to visit.

Arrive at your classroom: _____

Leave your classroom: _____

Office use only

Sent Confirmation: Date: _____ Initial: _____

Add to Server: Date: _____ Initial: _____

Add to Calendar: Date: _____ Initial: _____

Add to Excel: Date: _____ Initial: _____

Estimated Cost: If doing more than one program please fill out a form for each program.

Program @\$50.00 each = \$ _____

Total cost of \$ _____

After submitting your completed form: Please allow seven to ten days for processing. Reservations are accepted through the Museum website, mail or email. Be aware that we require reservations be received at least 2 weeks in advance. Once your reservation has been accepted, we will send you a confirmation email which can be used as an invoice. Payments are due the day of program.

We look forward to sharing Colorado's Railroad history with you!