

Field Trip Planning

Field Trip: _____

Date: _____

Time: _____

Location: _____

Cost: _____

Age Group: _____

Venue Questions:

Duration:

Cost per person:

Preferred method of payment?

Can families pay individually or one group payment?

How many people can they accommodate?

Do they need an exact head count ahead of time?

Remind them that we are a homeschool group, so there is a parent present with each family and kids of all ages. If the field trip is for a specific age group, specify it. Are younger siblings allowed – strollers, toddlers?

Send out a save the date as soon as possible, but wait to send details until you have all the information and can be thorough.

Arrive early and keep track of your RSVP list.