Enquiry Form

Enquiry Date:

This is an enquiry form only and should not be considered as a booking until you have received written confirmation from the Museum Office.

Contact name			
School name, address and postcode			
Telephone number			
Email			
First choice date		Day	
Second choice date		Day	
Year group		Students – total	
Age		No of under 4s	
Adults – total		Adults accompanying a student with special needs	
Approx arrival time		Approx departure time	
Transport	Coach Minibus Train Car Other _____		
No of vehicles			
Focus			
Talks			
Workshops			
Would you like to visit the shop?	Yes No	Would you like details of shop packs?	Yes No
Lunch space required?	Yes No		
Loanbox required?	Yes No	Date	
Special requirements/ other			

Paperwork:	*Date*
Confirmation Sent	
Pre-visit?	
Shop Packs ordered	
Invoice date	

Notify:	*Date sent*	*Date confirmed*
Workshop 1		
Workshop 2		
Shop		

Staff Use Only

Notes:

Staff/Volunteers: