

## EDUCATION EXPERIENCE RESERVATION CHECKLIST

To ensure that you have all the necessary information, complete this checklist prior to making your reservation.

1. School Name: \_\_\_\_\_
2. School Address: \_\_\_\_\_
3. School District/County: \_\_\_\_\_
4. Lead Teacher Name: \_\_\_\_\_
5. Lead Teacher Email: \_\_\_\_\_
6. Lead Teacher Phone: \_\_\_\_\_ or \_\_\_\_\_
7. Requested Visit Date: \_\_\_\_\_  
(Have 3 date options ready – dates subject to availability)
8. Total Number of students: \_\_\_\_\_  
(Minimum 20 students)
9. Select Education Experience:

**Instructor-Led**

Requested Time Slot: \_\_\_\_\_ (9:45a.m., 10:45a.m., 11:45a.m., 12:45p.m., 1:45p.m.)

Number of groups: \_\_\_\_\_

For **Instructor-Led** experience programs, the minimum number of students is 20 and the maximum number of students is 180 per time slot: \_\_\_\_\_

(30 students = 1 group, up to 60 students = 2 groups, up to 90 students = 3 groups, up to 120 students = 4 groups, up to 150 students = 5 groups, up to 180 students = 6 groups)

**Aqua Adventure**

For **Aqua Adventure Self-guided** experience the minimum number of students is 20 per hour: \_\_\_\_\_

10. Select an education program according to actual grade level of your students: \_\_\_\_\_  
(We can adjust the program to your students' instructional level)
11. Determine the number of adults accompanying the group according to the ratio policy  
Grades Pre-K – 2<sup>nd</sup>: 1 adult per 5 students and Grades 3<sup>rd</sup> – 12<sup>th</sup> ratio. (Include all teachers in this ratio): \_\_\_\_\_
12. A \$100 non-refundable deposit per date is required when making your reservation.

To learn about the programs offered and our policies and procedure please, visit our website at [www.georgiaaquarium.org](http://www.georgiaaquarium.org) >Education Programs or call 404-581-4000.