



K-12 School Field Trip Request Form

Teacher (Primary Contact) _____

School Name _____

Grade Level(s) _____

Type of School: Elementary Middle High
 Charter Public Private Hawaiian Immersion

Address _____

City _____ State _____ Zip _____

Telephone () _____ Fax () _____ Email _____

Requested Field Trip Date:
 1st choice _____
 2nd choice _____

Requested Arrival Time:
 8:45 am arrival (for 9:00 planetarium show *)
 9:45 am arrival (for 10:00 planetarium show *)
 Special arrival time: _____

Departure Time: _____

* Early planetarium shows (9 am and 10 am) available only to groups of 20 or more people. Smaller groups can attend regularly scheduled shows at 11 am, 1 pm, 2 pm or 3 pm.

Planetarium Show: Yes No
 "Mauna Kea: Between Earth and Sky"
 "Secret of the Cardboard Rocket" (Grades K-3)
 Special show (check availability) _____

Number of Students: _____

Number of chaperones: _____
(1 adult per 6 students required)

Number of additional adults: _____

Special programs (check availability):

Arriving by:
 School Bus ... How many? _____
 Tour Bus How many? _____
 Vans How many? _____
 Cars How many? _____

Payment Method:
 Cash
 Check
 Credit Card
 Purchase Order (must be pre-arranged)

NOTE: Your field trip is not booked until you receive confirmation via email or telephone.

Submit your field trip request

- ◆ Complete and print form
- ◆ Submit via ...

Fax: (808) 969-9748

Mail: 600 Imiloa Place
Hilo, HI 96720

For assistance with reservations, contact:

Roxanne Ching at rching@imiloahawaii.org or (808) 969-9704.

For more information about K-12 school field trips, contact:

School Tour Associate at (808) 969-9777 or education@imiloahawaii.org.