



500 Federal Avenue  
 Saginaw, MI 48607  
 989-752-2861

# Castle Museum History on the Move Request Form

*(Tentative Depending on Availability)*

Name of School/Group \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone Numbers

School \_\_\_\_\_

Classroom \_\_\_\_\_

Home \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

Date (M/D/Y) \_\_\_\_\_

Time School Starts \_\_\_\_\_

First Choice \_\_\_\_\_

Time School Ends \_\_\_\_\_

Second Choice \_\_\_\_\_

Time Event Starts \_\_\_\_\_

Third Choice \_\_\_\_\_

Time Event Ends \_\_\_\_\_

### Classroom information \*

Number of classrooms in grades

Number of total students \_\_\_\_\_

2nd \_\_\_\_\_

4th \_\_\_\_\_

3rd \_\_\_\_\_

5th \_\_\_\_\_

\* For interest in other grades please phone Sheila Hempsted at 989-752-2861, Ext. 311

Notes, directions for parking, etc.

### OFFICE USE

Person booking \_\_\_\_\_

Confirmation sent \_\_\_\_\_

Date received \_\_\_\_\_

Parent letter sent \_\_\_\_\_

Program instructor \_\_\_\_\_

Driver \_\_\_\_\_

Volunteers \_\_\_\_\_

Parking confirmed \_\_\_\_\_