

Suggested Field Trip Planning Task List

1. Meet with your team to find the day that works with your school calendar.
2. Complete the short FIELD TRIP REQUEST FORM for Actors' Playhouse with your top three date choices and approximate number of students.
3. Once you receive an agreement with a temporary hold on your seats, reserve buses.
4. Get preliminary approval from an administrator and have them sign the agreement if you are not an authorized agreement maker for your grade level or class.
5. If you are M-DCPS complete the partially filled out FIELD TRIP PERMISSION PACKET for Board Policy 2340 so you can obtain official district approval - we are a recommended field trip from the Directors of English Language Arts and address several Florida B.E.S.T. Standards including but not limited to 3.R.1 and R.1.3.
6. Set up a collection plan with your treasurer or secretary (we suggest a deadline of at least 10 days prior to your trip) and send home permission slips.
7. Send your final count within the week of the performance to our representative, who will have contacted you with the request by then. If you have not been contacted for a final count, please send your final number of students and adults (separately) and any special needs chaperone numbers such as RBTs to education@actorsplayhouse.org.
8. You will receive a final invoice once we receive your final count - give that to your school treasurer and request a school check.
9. Come to the Miracle Theatre, unload your buses at our field trip side door on Salzedo Street, and hand your check with the invoice to one of our representatives.

Have a great time! Enjoy the warm and fuzzy fruits of your labor as you hear your students laugh, cry, and learn. Thanks so much for all you do each and every day! Actors' Playhouse truly appreciates the extra mile you went to bring your students to the theatre and we are here to help in any way we can!