

## HOW TO RESERVE A FIELD TRIP AT THE MAC

**Step 1:** Click on the "Make a Reservation" button on the MAC Field Trip webpage:

<https://www.northwestmuseum.org/programs/youth-programs/field-trips/>

**Step 2:** You will be taken to our field trip calendar, which will list all available field trip dates and times. Pick a time and date that matches your preferred program experience.

**Step 3:** Once you have chosen a date and time, you will be prompted to fill out our ticket information. Please select one School Minimum Registration Fee, the total number of students and chaperones anticipated, and a grade level.

If you are registering over 30 students, click "Return to Shopping" and choose a second session. If you are registering 30 or less students, click "Add to Cart."

**Step 4:** Confirm that your information looks correct, then click "Complete Purchase".

**Step 5:** You will be asked to provide your name, email address, school name, and contact info. You will also be given the option of paying the full bill, or having an invoice sent to you after your field trip. We recommend choosing to be invoiced, as your balance will be adjusted on the day of your visit based on actual attendance.

**Step 6:** Click the "Purchase" button in the bottom right section of this webpage to complete your reservation. Once you have done this, you will receive a confirmation email from us. If you do not receive one, please check your spam/junk folders.

## PRICING AND PAYMENT

Minimum Registration Fee – 18 students	\$162
Additional Students - up to 12	\$9 per student
Teachers and Chaperones - up to 6	Free
Additional Chaperones	\$15 per adult

The price for school visits is \$9 per student. The minimum cost of a school visit is \$162. Groups smaller than 18 are permitted with payment of the minimum registration fee.

School visits have a maximum of 30 students. If you would like to bring more than one class, please register each class separately.

We will send an invoice to the email you provide at registration after your visit, unless other payment arrangements are requested. You can pay for your visit by check or credit card. Please make checks payable to the Northwest Museum of Arts and Culture – we are only able to accept one check.

**If you teach in a Title I or Tribal school or have underserved students in your class, [please complete this form to apply](#) for funding to cover the cost of student admission fees.**