



## 2017-2018 FIELD TRIP RESERVATION PROCEDURES

Due to high demand for field trips this year, Shark Reef Aquarium will conduct a lottery for field trip reservations. Please read the procedures below if you are interested in a field trip.

1. If you would like to be placed in the lottery, please call (702) 632-4555, option 2, between now and August 11th. You will need to provide the following information so we can place you in the lottery:
  - Your first and last name
  - School name
  - Grade level
  - Number of students (up to 60 per day, limited to 3 days per school)
  - A phone number where you can be reached on August 14th. Please include a number that will accept a voice message, or include a phone number for a representative that will be able to provide needed information to schedule your trip if you are selected.
  - Your email address
2. On August 14th, names will be randomly selected to fill available field trip dates. Call backs will begin at 2:00 p.m. and will continue until all available spots are filled. Be aware that this may not be completed in one day. Please try and return calls as soon as possible.
3. Due to the limited number of available dates for field trips this year, these days will fill up quickly. When you receive a call back on August 14th (or later), please be aware of your school calendars, testing schedules, and bus blackout days when requesting your dates.

If you are not selected, you will be automatically placed on a waiting list. We will contact you either way and let you know the status of your request.

### Notices:

The date/time you call will not influence your chances of receiving a field trip date.

Dates cannot be held and you will be called in the order your number was drawn on August 14th.

Thank you.

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