**Subject Line:** Confirming UMMA Field Trip - ACTION REQUIRED

Dear [Teacher],

The [Day Group] docents are looking forward to meeting your class. To make sure the students have a great experience and your goals for the tour are met please review and confirm the following:

DOCENT CONTACT

**Name:** [Your Name]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

TOUR INFORMATION

**Title of Tour:** [Title of Tour]

**Date of Tour:** [Date of Tour]

**Time of Tour:** [Time of Tour]

CHAPERONES

For the best experience, we ask that you divide your class into small groups with one chaperone accompanying each group. Please confirm the following:

**Number of Students:** [Number of Students]

**Number of Small Groups:** [Number of Groups]

**Number of Chaperones:** [Number of Chaperones Needed]

PLEASE PROVIDE EACH STUDENT WITH A BOLD NAMETAG.

In your response, please provide the following information:

1. A confirmation that all of the numbers above are correct and up-to-date.
2. Any student needs or accommodations for the tour (language, accessibility, medical)
3. Your bussing information

\*\*If you are unable to recruit the required number of chaperones please contact me as soon as possible. We will work with you to make sure each group has a chaperone.

We look forward to planning the tour with you, meeting you, your students and chaperones. Any questions or concerns feel free to contact me.

[Your Name]