

SCHEDULING AN EDUCATION PROGRAM AT THE OLD NORTH CHURCH

Reservations

If you would like to schedule a Who Hung the Lanterns? or Behind the Scenes program you **MUST** make a reservation. In fairness to all our visitors, we ask you to schedule your program at least two weeks in advance.

Reservations are not taken for the Freedom Trail Drop-In. Our Guide staff is available to give the Brief Presentation and answer questions at **any time** during our regular visitor hours. You **will not** receive any confirmation if you contact us to schedule a Drop-In.

Times and Days

School programs are scheduled Monday through Friday between 9:00 a.m. and 3:00 p.m.

Fees

Costs vary with the length of the program and are listed with the individual program descriptions. There is a minimum \$30 fee per program.

The Old North Foundation has grant funding to cover program and transportation costs for a limited number of groups. Contact the education department at schoolprograms@oldnorth.com to learn more.

Payment

Payment for your program is due 14 days prior to your visit. Information on how and where to send payment will be included in your confirmation letter.

Group Size

Group size limits vary and are listed with the individual program descriptions.

Chaperones

We *require* 1 adult chaperone for every 10 students; 1 adult for every 5 students is included free of charge. Each additional adult accompanying the group is charged the program fee.

Lunch Facilities

We **do not** have indoor lunch space. However, there are many public parks where you may picnic outside within short walking distance of the Old North that we can direct you to.

Confirmation

A written confirmation will be mailed prior to your scheduled program. It will include instructions for program payment, bus drop-off information, and pre-visit classroom lesson plans.

Cancellations

If you must cancel a tour or program, please contact us at least one week in advance. Refunds cannot be made for cancellations after that time. Programs cancelled due to inclement weather will be rescheduled for a later date, if possible.

**Contact us at (617) 523-6676 ext. 106 or at schoolprograms@oldnorth.com
for more information or to schedule a program.**

You DO NOT have a reservation until we have confirmed arrangements and you have received a written confirmation.

*****PLEASE COMPLETE THE FOLLOWING FORM BEFORE CALLING TO SCHEDULE A PROGRAM*****

SCHEDULING AN EDUCATION PROGRAM AT THE OLD NORTH CHURCH

Please print and complete this form **before** calling to schedule your education program.

Choice of Program:

- Who Hung the Lanterns in the Old North Steeple? A History Mystery

Grades: 3rd–8th

Program Length: 1.5 hours

Cost: \$5.00 per student

Group Limit: 25 students or 1 class

- Behind the Scenes at the Old North Church: A Guided Tour

Grades: 6th–12th

Program Length: 1 hour

Cost: \$4.00 per student

Group Limit: 75 students or 3 classes

- Freedom Trail Drop-In: A Brief Presentation on the History of the Old North

PLEASE NOTE: Reservations **are not** taken for the Drop-In. Our Guide staff is available to give the Brief Presentation and answer questions at **any time** during our regular visitor hours. You **will not** receive any confirmation if you contact us to schedule a Drop-In.

The Presentation lasts 15 minutes; we ask for a voluntary donation of \$1.00 per student.

Requested Date: (please have 1-2 alternatives in mind) _____

Requested Start Time: _____

Number of Students: (check group size limits for desired program) _____

Grade Level: _____

Number of Classes in the Group: _____

Names of All Teachers: _____

Main Contact Email & Phone Number: _____

Special Needs of Students in Your Group: _____