

Dialogue in the Dark Singapore | ngee ann polytechnic School Group Booking Form

Name of School :			
Name of Teacher-in-Charge :			
Address of School :			
	Singapore		
Contact No. :	(Office)	(Fax)	(HP)
Email Address :			
No of students / Level (age 9 yrs and above)	(No of tickets) (\$12 per student)	(Education Level)	
No of teachers (including complimentary tickets)	(No of tickets) (\$20 per adult)	Note : One complimentary ticket for an accompanying teacher for per group of at least 20 students. Additional teacher @ \$20 per ticket.	
Preferred Date / Time (For Standard Tours) (Refer to Appendix A for details)	(Date of Tour)	<input type="checkbox"/> A (First group starts tour at 0900 hrs) <input type="checkbox"/> B (First group starts tour at 1015 hrs) <input type="checkbox"/> C (First group starts tour at 1130 hrs) <input type="checkbox"/> D (First group starts tour at 1400 hrs) <input type="checkbox"/> E (First group starts tour at 1515 hours) (please tick your preferred standard tours)	
	<input type="checkbox"/> Cash <input type="checkbox"/> NETS <input type="checkbox"/> Cheque <input type="checkbox"/> Billing/Invoice		
Mode of Payment (please tick)	For cheque payment, crossed cheque is to be made payable to “SOCIAL LAB LTD” and send it to DIALOGUE IN THE DARK SINGAPORE, Ngee Ann Polytechnic, 535 Clementi Road, Block 5, #01-03, Singapore 599489.		
Bus Charter Services - one-way bus charter services can be arranged for local primary & secondary school group bookings only - only for school group booking of at least 20 students per visit	<input type="checkbox"/> Not required		
	<input type="checkbox"/> Yes (one-way) Pick-Up Point (School) : (please indicate pick-up point from your primary / secondary school)		
Remarks (if any)			
Date of Submission			
Signature of Teacher I/C			

Booking Guidelines

- All bookings are made on a first come first serve basis. You are strongly encouraged to book your school group bookings at least 6 weeks in advance.
- Please complete all required fields in the booking form for speedy processing. A booking is not confirmed until you receive an email confirmation from us.
- Please fax or email the completed booking form to 6467 6606 or schbooking_dialogueinthedark@np.edu.sg
- Please divide your students into groups of 8 prior to the tour. Each tour will last 1 hour. Pre-tour and Post-tour activities are specially designed for all school group bookings.

For Official Use

Start Date of Processing	
Status of Booking	<input type="checkbox"/> Booking Confirmed (no changes) (please state date of confirmation)
	<input type="checkbox"/> Booking Confirmed (with changes) (please provide details of changes)
	<input type="checkbox"/> Email Confirmation Sent (please state date of email confirmation)
	<input type="checkbox"/> Follow-Up on Bus Charter Services (if applicable) (please provide details of confirmed bus booking)
	<input type="checkbox"/> Payment received by Cash / NETS / Cheque <input type="checkbox"/> Billing / Invoice sent (please provide invoice details and date)
Processed By (Names)	Name and Date
	Name and Date
	Name and Date
	Name and Date

**STANDARD TOURS - School Group Booking Schedule
(based on a typical class group of 40 students)**

Standard Tours	Arrival	First group pre-tour starts	First group tour starts	Last group tour starts	Last group post-tour ends	Departure
Tour A	0830hrs	0845 hrs	0900hrs	1000hrs	1115hrs	1130hrs
Tour B	0945hrs	1000hrs	1015hrs	1115hrs	1230hrs	1245hrs
Tour C	1100hrs	1115hrs	1130hrs	1230hrs	1345hrs	1400 hrs
Tour D	1330hrs	1345hrs	1400hrs	1500hrs	1615hrs	1630hrs
Tour E	1445hrs	1500hrs	1515hrs	1615hrs	1730hrs	1745hrs

Morning Tour – School Group (Tour A) – An Example (based on a class group of 40 students)

0845hrs	Pre-Trip Group 1					
0900hrs	Tour Group 1 (8 students)	Pre-Trip Group 2				
0915 hrs		Tour Group 2 (8 students)	Pre-Trip Group 3			
0930 hrs			Tour Group 3 (8 students)	Pre-Trip Group 4		
0945 hrs				Tour Group 4 (8 students)	Pre-Trip Group 5	
1000 hrs	Post-Trip Group 1				Tour Group 5 (8 students)	
1015 hrs		Post-Trip Group 2				
1030 hrs			Post-Trip Group 3			
1045 hrs				Post-Trip Group 4		
1100 hrs						Post-Trip Group 5
1115 hrs						End of Tour
1130 hrs						Ready to depart

Afternoon Tour – School Group (Tour D) – An Example (based on a class group of 40 students)

1345hrs	Pre-Trip Group 1					
1400hrs	Tour Group 1 (8 students)	Pre-Trip Group 2				
1415 hrs		Tour Group 2 (8 students)	Pre-Trip Group 3			
1430 hrs			Tour Group 3 (8 students)	Pre-Trip Group 4		
1445 hrs				Tour Group 4 (8 students)	Pre-Trip Group 5	
1500 hrs	Post-Trip Group 1				Tour Group 5 (8 students)	
1515 hrs		Post-Trip Group 2				
1530 hrs			Post-Trip Group 3			
1545 hrs				Post-Trip Group 4		
1600 hrs						Post-Trip Group 5
1615 hrs						End of Tour
1630 hrs						Ready to depart