

# 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"/> <b>A</b> (First group starts tour at 0900 hrs) <input type="checkbox"/> <b>B</b> (First group starts tour at 1015 hrs) <input type="checkbox"/> <b>C</b> (First group starts tour at 1130 hrs) <input type="checkbox"/> <b>D</b> (First group starts tour at 1400 hrs) <input type="checkbox"/> <b>E</b> (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 <b>“SOCIAL LAB LTD”</b> and send it to DIALOGUE IN THE DARK SINGAPORE, Ngee Ann Polytechnic, 535 Clementi Road, Block 5, #01-03, Singapore 599489.		
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](mailto: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"/> 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	<b>Tour Group 1</b> (8 students)	Pre-Trip Group 2				
0915 hrs		<b>Tour Group 2</b> (8 students)		Pre-Trip Group 3		
0930 hrs				<b>Tour Group 3</b> (8 students)	Pre-Trip Group 4	
0945 hrs					<b>Tour Group 4</b> (8 students)	Pre-Trip Group 5
1000 hrs	Post-Trip Group 1					<b>Tour Group 5</b> (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	<b>Tour Group 1</b> (8 students)	Pre-Trip Group 2				
1415 hrs		<b>Tour Group 2</b> (8 students)		Pre-Trip Group 3		
1430 hrs				<b>Tour Group 3</b> (8 students)	Pre-Trip Group 4	
1445 hrs					<b>Tour Group 4</b> (8 students)	Pre-Trip Group 5
1500 hrs	Post-Trip Group 1					<b>Tour Group 5</b> (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