



American Airlines C.R Smith Museum
4601 Highway 360
Fort Worth, TX 76155



C.R. SMITH MUSEUM GROUP/TOUR RESERVATION FORM

Group rates are available for groups of 15 or more people when completing this form and paying in a single transaction

Organization Name: _____ Check here if an invoice is required (include mailing address)

Address: _____ City: _____ State: _____ Zip Code: _____

First and Last Name of Group Contact: _____ Title: _____

Phone: _____ Email: _____ Check here to receive Museum updates/ special offers

Please choose 3 dates and rank* up to 3 time slots per date for visiting the Museum. (Museum Hours: Tue-Sat, 9AM -5PM)
After receipt of this form, a follow-up confirmation email will be sent to your group once the best availability has been determined.

*Rank 1 = first choice | Rank 2 = if 1st choice is unavailable | Rank 3 = if 1st and 2nd choice are unavailable

1st Choice		
Date: _____		
Time Slots	Rank 1-3	
1	9AM - 11AM	
2	10AM - 12PM	
3	11AM - 1PM	
4	12PM - 2PM	
5	1PM - 3PM	
6	2PM - 4PM	
7	3PM - 5PM	

2nd Choice		
Date: _____		
Time Slots	Rank 1-3	
1	9AM - 11AM	
2	10AM - 12PM	
3	11AM - 1PM	
4	12PM - 2PM	
5	1PM - 3PM	
6	2PM - 4PM	
7	3PM - 5PM	

3rd Choice		
Date: _____		
Time Slots	Rank 1-3	
1	9AM - 11AM	
2	10AM - 12PM	
3	11AM - 1PM	
4	12PM - 2PM	
5	1PM - 3PM	
6	2PM - 4PM	
7	3PM - 5PM	

Please provide estimates for the number of attendees:

_____ Children/Students _____ Adults/Chaperones _____ Estimated Total | Est. Admission Charges (\$3 per person): \$ _____

Age range of children/students: _____ Grade range of children/students: _____

Activities included in group admission rate (Check all that apply): Movie DC-3 Tour Special Exhibit
 Treasure Hunt (K-2nd grade) Scavenger Hunt (3rd-12th grade) Educator Resources (free download link)

Special Requests (additional fees apply): STEM Education Workshop Other: _____

Note: All activities & special requests are subject to availability.

Special Accommodations: _____

Will your group shop in the gift shop? We have a large range of items that vary in pricing. (Check one) Yes No

How did you hear about our museum?: _____

Signing below represents your good faith efforts to visit the museum during your confirmed date and time. Signing this form constitutes the receipt, reading and understanding of the C.R. Smith Museum Rules, Guidelines and Information. By signing below, you also understand that if the above mentioned group or members thereof do not adhere to the rules/guidelines, then the Museum may ask the group to leave the premises.

Signature _____ Date: _____
e-signature permitted when sending electronically

Printed Name: _____ Title: _____

THIS SIGNED FORM MUST BE RECEIVED TO RESERVE YOUR GROUP'S SPOT AND TO OBTAIN THE GROUP RATE

Press SUBMIT button below to send electronically, or Fax, E-mail or Mail this signed form to:

FAX 817-967-5737

E-MAIL: info.crsmithmuseum@aa.com or

MAIL: P.O. Box 619617, Mail Drop 808, DFW Airport, TX 75261-9617

After submission, contact the Museum for amendments or cancellations

For further information, please call 817-967-1560 (option 2, or option 5)

Internal Use Only	
Date Available:	
Time Available:	
Activities/Workshops Available:	
Other:	
Confirm:	



C.R. SMITH MUSEUM RULES, GUIDELINES & INFORMATION

➤ Museum Rules of Conduct

1. The rights of all museum patrons must be respected. Group members are to 1). Use indoor voices, 2). Must not run or climb 3). Must not act in a boisterous manner, 4). Must not abuse exhibits 5). Must not play in the revolving doors 6). Must not block isles, entries or exits 7). Must not sit or climb on outside planters or exhibits. 8). Be courteous to other patrons
2. Group leaders are responsible for the conduct of their group at all times, including in the Gift Shop, Theatre and aboard the DC-3 airplane. Due to our campus security policies, we reserve the right to ask unruly visitors to leave the premises.

➤ Confirmation, Payment, Activities, Educational Workshops and Adult to Child Ratios

1. Review, Complete, Sign, Copy and Return the Group/Tour Reservation sheet at least 1 week prior to your visit.
 - a. Please note: We are unable to officially reserve your spot until the completed reservation form is received.
 - b. The form can be e-submitted by pressing the submit button on page 1 or emailed to: info.crsmithmuseum@aa.com, faxed to 817-967-5737 or mailed to: PO Box 619617 MD 808, DFW Airport, TX 75261-9617
 - c. Attendee estimates are acceptable for completing the reservation form. Amendments may be requested after submission.
2. All Group Rates are honored when paid in a single transaction using cash, credit or check.
 - i. Checks must be made payable to CR Smith Museum
 - ii. Checks must be written for the exact amount of purchase.
 1. Checks in excess of the purchase amount will not be issued a cash refund. Business must provide a W-9 for a refund, which will take approximately 6-8 weeks from receipt of W-9.
 - b. If you require an invoice, please contact the museum at info.crsmithmuseum@aa.com and provide full mailing address, fax, contact name, professional title of contact, email address, organization name.
3. All activities are subject to availability. Educational Workshops, lectures or other special requests are subject to additional fees. For more info and pricing, please visit our website at: <http://crsmithmuseum.org/education-programs/>
4. Adult/Chaperone to Child/student Ratio is 1/10 for children 5 years and **over**.
5. Adult/Chaperone to Child/Student Ratio is 1/5 for children **under** 5 years old.
6. **Gift Shop:** Children must be accompanied by a chaperone. No more than 5 children per 1 adult may enter the Gift Shop at once.

➤ Physical Address, Contact information, Bus Drop-off/pick-up, Special Accommodations

1. We are located at: 4601 Highway 360 Fort Worth, TX 76155 - Major Cross Streets are: 360/FAA Road/Trinity Blvd
2. Phone: 817-967-1560 (option 2, or option 5), Email: info.crsmithmuseum@aa.com
3. Buses are to enter the guard gate and drop off/pick-up groups near the stairs (please do not block the crosswalk)
 - a. Buses can then park in the designated area across the street in the Museum parking lot
4. Wheelchairs must be reserved in advance by contacting the Museum. A driver's license is required to borrow a wheelchair. Please relinquish license to Gift Shop personnel until return of the wheelchair.

➤ Group Staging, Entry and Check-in Procedures

1. Groups are to stage outside the Museum near the benches in front of the DC-3 Hangar until all group members are present and ready to enter the Museum
 - a. In cases of inclement weather, groups may stage inside the museum near the Platinum Wall. Group leaders must ensure all individuals follow conduct rules as stated above. Please see Museum staff for assistance.
2. Groups are to enter and exit through the side doors (not the revolving doors).
3. The group leader is to check-in their group at the Gift Shop upon arrival while Museum staff and volunteers assist with escorting the group to a seating area to await further instruction. (Please note, Museum activities are subject to change without notice)

➤ Lunch

1. The museum is on the American Airlines corporate campus. Because of this, absolutely no picnicking is allowed on or around the museum grounds. There are no dining facilities at the museum, nor is food or beverage allowed inside the museum. Please plan ahead for lunches.
2. Local Park Areas:
 - a. **Founder's Plaza:** Texan Trail and North Airfield Drive on the NW side of DWF airport. Watch airplanes take off and land, picnic tables, & a radio that broadcasts air traffic control. Heritage Park: 201 Cullum Dr. Euless, TX 76040. Picnic & playground area. Richard Greene Linear Park: 1601 E. Randol Mill Road, Arlington, TX 76011 - A lake on the north side, Rangers Ballpark on the east and Cowboys Stadium to the west. Picnic area.