Your Field Trip at the Alliance Française step by step:

Please, read carefully for some important changes have been made

I. Choose your formula and check our prices:

Field Trips are available from Tuesday to Friday only. They can start as early as 9:30am, and must be finished by 2:30pm.

<table>
<thead>
<tr>
<th>Le Simple</th>
<th>Atelier Cinéma</th>
<th>Atelier Cuisine</th>
<th>Atelier Cinéma + Atelier Cuisine</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 32 students: $10 / student</td>
<td>10 to 15 students: $22 / student</td>
<td>10 to 15 students: $26 / student</td>
<td></td>
</tr>
<tr>
<td>33 to 150 students: $9 / student</td>
<td>16 to 20 students: $20 / student</td>
<td>16 to 20 students: $24 / student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 to 20 students: $22 / student*</td>
<td>21 to 40 students: $22 / student*</td>
<td></td>
</tr>
</tbody>
</table>

Please, note:

- If your group has less than 10 students, the “atelier cuisine” will be at $28 / student, for “Le Simple” as well as for “Le Double”.
- To ensure student safety, chaperons and teachers must stay with their students at all time, and monitor their behavior: it is their responsibility.
- The maximum number of students in the kitchen at a time is 20, no more.

II. Choose your menu or your movie, or both:

Welcome to the wonderful world of French cuisine in our do-it-yourself cooking workshops!

Guided by Alliance Française French culinary instructor, Isabelle, you will work in small groups to prepare one of our simple and yet delicious menus. Recipes and directions are provided in French and/or in English. The workshop can be led in either language according to the students’ level.

Please note:

- Notify us with dietary restrictions or allergies ahead of time.
- Remember! “Atelier Cuisine” is hands-on, so dress appropriately. Everyone will be “The Chef”.
- Our menus are designed to best use Field Trip time and our kitchen space. Menus are not subject to modification. Maximum number of students in the kitchen at a time: 20.

**Atelier Cuisine** (starter for menus: salade verte + vinaigrette)

- Menu 1 : Quiche Lorraine + Pêche Melba
- Menu 2 : Croissant au Jambon / fromage + Crêpes Sucrées
- Menu 3 : Cake au Jambon et fromage + Tarte Poires et Amandes
- Menu 4 : Crêpes Salées + Quatre-quarts aux Pommes
- Menu 5 : Tarte Flambée + Tarte aux Pommes Alsacienne
- Menu 6 : Croque-monsieur + Madeleines
- Menu 7 : Tarte aux champignons + Poire Belle Hélène
We are offering a great collection of films!

These films are a window into French culture.

Disclaimer: teachers have occasionally noted elements they found somewhat controversial due to local tastes. We strongly recommend that teachers preview films if they have any concerns about content.

For summaries and reviews of these films, see www.imdb.com.

Do not hesitate to contact us for additional information.

### III. Understand our policies:

1. **Space and capacity**

<table>
<thead>
<tr>
<th><strong>Atelier Cuisine</strong></th>
<th><strong>Atelier Cinéma</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>2 hours (max.)</td>
</tr>
<tr>
<td>Minimum</td>
<td>5 students</td>
</tr>
<tr>
<td>Maximum</td>
<td>20 students for “Le Simple”, 40 for “Le Double” divided into 2 groups of 20</td>
</tr>
<tr>
<td>Room capacity</td>
<td>20 seats</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
</tr>
<tr>
<td></td>
<td>10 students</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
</tr>
<tr>
<td></td>
<td>150 students</td>
</tr>
<tr>
<td></td>
<td>Room capacity</td>
</tr>
<tr>
<td></td>
<td>150 seats</td>
</tr>
</tbody>
</table>

Please note: the auditorium and kitchen are wheelchair accessible.
2. Transportation

a. Transportation and lunch (except for the *Atelier Cuisine*) are not provided.
b. Schools are responsible for transportation and prompt arrival. The Alliance Française is not responsible for any delays due to traffic or transportation. Field Trip resources will be available only for the scheduled time and in case of late arrival, the activities may be cut short. **Field Trips must end by 2:30pm.**

3. Reservation, Deposit & Payment Policy

a. *Atelier Cuisine:* One adult (18 or older) per 10 students is free. To cover food cost, an extra $10 fee will apply for each additional adult participating in the *Atelier Cuisine*.
b. **A non-refundable deposit of $100 is due 1 month prior to the date of the Field Trip** (a reservation may be lost if the deposit has not been paid on time), or the same day that the Field Trip is requested if it is booked less than a month in advance. **Reservations will be confirmed only when the deposit has been paid.** Deposit must be paid in cash, by Visa/MC, or check made out to the “Alliance Française de Chicago”.
c. Prices are based on the number of students participating.
d. **The number of participants is final one week prior to the date of the Field Trip:** it is not possible to add participants to this number less than a week before the Field Trip. If fewer students than originally planned actually participate, the price will remain unchanged.
e. If a date is changed less than a month prior to the date scheduled, the confirmation will be effective once the deposit has been paid. A receipt (electronic & paper) will be issued for the deposit, as well as for the final payment.
f. If the Field Trip is moved to another day less than two weeks prior to its original date, an additional $50 fee will be charged.
g. **Balance payment is due in full the day of the Field Trip.**

IV. **Contact our Field Trip Coordinator Philippe Schaller** *(by email pschaller@af-chicago.org or by phone (312) 337 1070 Ext. 116). He will check our availability, make sure to reserve the space for you, and send you the registration form.*

V. **Fill out and return your registration form with your deposit and receive a receipt for this transaction and a confirmation of your reservation.**