



# AUTREY MILL Nature Preserve & Heritage Center

9770 Autrey Mill Road, Johns Creek, GA 30022 [www.autreymill.org](http://www.autreymill.org) 678-366-3511

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## On-demand Programming Primer / FAQ

### The five basic steps to scheduling an On-demand Program at Autrey Mill

1. **Program Request Form** – Download, fill out, and return a copy to us (or call us with the information).
2. **Payment** – \$42 for Scout programs, \$100 for Basic Field Trip, \$150 for Extended Field Trip, \$50 deposit for a Birthday Party. Make a payment online, mail us a check, or drop one off at the office.
3. **Primer**- See below for details relating to your visit.
4. **Confirmation**- You will receive a confirmation email from us when we receive your payment.
5. **Execution**- Enjoy! We pride ourselves on offering the finest Environmental and Heritage programs available.

### How do I schedule a program with AMNP?

There are three ways you may begin scheduling your program.

**Call us** – 678-366-3511 and we will begin the process. To expedite the process, please be prepared to provide us with the following information:

- The name of the program you are interested in.
- The approximate number of participants
- A first and second choice for a date and time

**Send an Email** to us at [autreymill@bellsouth.net](mailto:autreymill@bellsouth.net) including a completed copy of our Program Request form. Be sure to click on the appropriate deposit link. You will not receive confirmation for your program until we have received a deposit. You may make your deposit online at [www.autreymill.org/ondemandprograms.htm](http://www.autreymill.org/ondemandprograms.htm)

**Visit us in Person** and we will be happy to get you started. Please be aware that we are unable to process credit card payments in person. If you wish to pay with a credit card, you will need to do so via the website online deposit option.

### Where do I go once I get to the park?

In most cases, the instructor or an AMNP staff member will be looking for you to arrive, and will meet you in the parking lot. If this does not happen, simply come to the office located in the visitor center, and we will get you started!

### What time should we arrive?

No later than 10 minutes prior to the scheduled start time for the program. This will give participants an opportunity to arrive, visit the restroom and take a brief walk around our grounds (be sure to say hi to the ducks!). It is important to note that our programs will end at the scheduled time of completion. If you are late for your program, the program will be abbreviated to end at the appropriate time. Please be on time so that you will experience the programs in their totality.

### How should we dress/ what should we bring for our program?

While some programs may require participants bring specialized items (please see individual program description for details), the majority of our programs require that you come dressed for the weather (including comfortable walking shoes) and bring only your sense of adventure. Students and young visitors are discouraged from bringing toys and other belongings. Some things that may make your visit more enjoyable are binoculars, a water bottle (though we have water fountains on the grounds), bug spray, and sunscreen. Nets and similar wildlife catching devices are not allowed.

### What is your rain policy?

Ultimately the instructor or director will decide if it is safe to go outside and execute the program. In the event of rain, please contact Autrey Mill to discuss your options. Some programs are offered rain or shine, others will have to be rescheduled.