

FIELD TRIP CHECKLIST

Prepare Your Group for a Great Museum Field Trip

Please review the confirmation and payment details sent via email. Payment in full is due 30 days prior to the event. We'll send you a reminder about your field trip two weeks in advance.

Planning Your Visit:

- **CHAPERONES:** Confirm your chaperones – 1 chaperone per 10 students is required, additional adults receive the paid chaperone rate. Share the day's schedule and activities with them and important logistics like mobile phone numbers, parking information, and meeting location for any adults not traveling by bus.
- **BUSES & PARKING:** Ensure that bus drivers have the [bus map](#). Buses unload on the road to the south of the Museum (see bus map). Carpool groups may park in the main Museum lot and walk to the School Entrance on the south. Weekend groups enter at Museum ticketing on the North.
- **LUNCHEs:** Consolidate lunches into boxes or tubs.

Preparing for Arrival:

- **HEAD COUNT:** Know your final head count for all adults and students.
- **ADJUSTMENTS:** Bring the reservation confirmation email. Adjustments to your order may be made on site, based on space availability at the School Cashier desk.
- **SCHOOL ENTRANCE:** You will unload at the bus road and check in with our school entrance staff.

After Your Program:

We appreciate receiving thank-you letters, especially to share with generous donors who support our school scholarship program. Please send to: 2001 Colorado Blvd., Box #2, Denver, CO 80205.

Day-Of Information for Teachers & Chaperones

Thank you for being a field trip chaperone! This role is vital for a safe and successful Museum experience. We're excited to see your group and hope that it's a great day for everyone.

- Wear the chaperone wristband provided by the Museum; present it when you re-enter the Museum.
- Ask the lead teacher about the day's schedule so you know where to be and when to be there.
- Learn the names of the students in your group.
- Stay with your students during your time in the Museum; count them periodically as you move through the Museum.
- Be responsible for the behavior of your students. We want all guests to enjoy their time at the museum. Like at your school, our top priority is safety, so please help prevent dangerous play, intent-to-injure behaviors, throwing or spitting, destruction of property, or bullying. Help students observe Museum policies:
 - **Safety first** - walk, don't run
 - **Share the exhibits** with other guests, use indoor voices
 - **Protect our artifacts and specimens** - keep food and drink in designated areas

Field Trip Tips

- You don't need to know the answers as you explore the Museum. Help your students find their own answers through discussion and more exploration.
- If you have questions, ask a staff member or volunteer for help. We're here to make the field trip a success.
- Gates Planetarium – Arrive 15 minutes before your show starts; there is no late entry.
- Lunch – Seating is available in the school entrance area or picnic outside, weather permitting.
- First Aid/Emergency/Lost Child – See the Security Desk on Level 1 near the main Museum entrance.
- Stairs/Elevators – Use stairs to move throughout the building. We also have elevators in the main corridor and in the Leprino Family Atrium.

Notes: