



Visiting the Montshire

Group Leader Checklist

We are delighted that you have chosen the Montshire for a field trip. The Montshire is a hands-on museum filled with exhibits on the natural and physical sciences. At the Montshire we don't just talk about science — we *do* science! Your group will get to experiment, observe, ask questions, and explore a variety of scientific phenomena.

To ensure that your visit meets your expectations as well as ours, please refer to the following checklist and share pertinent points with your group.

BEFORE YOUR VISIT

Chaperones: We require one chaperone for every 8 children, but recommend a lower ratio for everyone's enjoyment.

- Fill out the *Chaperone Information Sheet* (included in this packet) to give to each chaperone before leaving on the field trip. Make sure chaperones are aware of the schedule and their responsibilities in supervising children.

Children:

- Review behavioral expectations with group.
- Nametags: Provide nametags for everyone to wear during their visit with a first name and your group's name.

Museum Store:

- Children must be accompanied by a chaperone when shopping in the Museum Store. Vermont has a 6% sales tax.
- Please do not wait until the last 15 minutes prior to leaving the Museum to have all the children shop. Chaperones should stagger their group's time in the store. If requested, museum staff will provide a large bag for purchases so children do not need to carry bags throughout the museum.

Lunch:

- Everyone must bring their own lunch.
- The Montshire does not have guaranteed indoor eating spaces. Please plan on eating outside or on the bus. The Hughes Pavilion in Science Park provides a covered picnic area. Based on Museum scheduling constraints, the Community Room is periodically opened to Museum visitors for lunch. If available, you will be notified upon your arrival.

Reservation changes:

- If you need to make any changes in your reservation (time of arrival, number of participants), please call the Museum at 802-649-2200.

(over)

Payment:

- ❑ Prepare a single check for all visitors in your group (adults and children) made out to *Montshire Museum of Science*. Credit cards are also accepted. The admission desk staff will ask for a final head count when you arrive. **Individuals paying separately will be charged the full admission rate.**

UPON ARRIVAL

- ❑ **Checking in:** Have the bus driver follow signs in the parking lot to the bus drop off area. While the group waits on the bus, the group leader should check in at the Admission Desk.
- ❑ **Greeting:** A Museum Explainer will greet your group on the bus (or if you arrived by car, outside the museum) to review expectations and highlight special events and exhibits currently at the Museum. After the greeting, your group is ready to enter the Museum.
- ❑ **Bus drop-off and parking:** Buses should proceed through the parking lot to the bus drop-off area and wait for an explainer to greet the group. The circle is not designed for buses. Bus parking is at the far end of the lot. Bus drivers may enter the museum for free.

DURING YOUR VISIT

- ❑ **Explainers:** Museum Explainers wearing red Montshire aprons will be on hand throughout your visit to help people use the exhibits and to provide informal programs. Our Explainers enjoy working with visitors and can answer informal questions, though they do not provide guided tours.
- ❑ **Outdoor Spaces:** Science Park includes exhibits on water, sound, natural history and daytime astronomy. There is also a series of nature trails that vary in distance. (Note: The water features in Science Park are seasonal and weather dependent; generally available early-May through mid-October. Please have children dress accordingly as they can get wet).

Museum's Photo Policy:

Museum personnel may photograph members of your groups during their visit for use on our website and electronic and print promotional materials. If you or anyone in your group do not wish to be photographed, please inform a member of the Museum's staff.

Expectations for all visitors:

- ▶ Have fun exploring and experimenting.
- ▶ Treat the exhibits and other visitors with respect.
- ▶ Walk while indoors.
- ▶ Enjoy a picnic lunch outside, but please, no food in the indoor exhibit areas.
- ▶ Recognize that our visitors range in age from babies to grandparents, and they all want to explore our exhibits in a safe environment.
- ▶ Share your discoveries with a friend and help each other enjoy the Museum.

Thank you for choosing the Montshire as a destination for your group!