



## Checklist for a Successful Group Visit

### A few months before...

- Contact Boston Children's Museum's Groups Coordinator at 617-426-6500 x 405 with any questions and to check date availability and pricing.
- Is your group eligible for a Sponsored Visit? Ask the Groups Coordinator for details.
- Calculate the total field trip cost, including transportation, and get approval for the trip from your principal/director.
- Contact the BCM Groups Coordinator to book your visit.
- Pass along the group visit confirmation letter to your organization's accounts payable so payment can be made on the day of visit. We accept cash, credit, checks and authorized purchase orders.
- Reserve buses and finalize transportation.
- Decide how money will be collected from students.
- Find chaperones. BCM requires one chaperone for every five students.

### One month before...

- Confirm chaperones and assign groups of students to them, five students to each chaperone.
- Prepare information for chaperones, including the following.
  - Basic BCM guidelines:
    - Students must be with a chaperone at all times. A chaperone cannot leave his/her children alone in the museum.
    - No food or drinks are allowed in BCM.
    - BCM has three floors of exhibits. Please spread out.
  - The schedule for the day. Include meeting place, lunch time and location. Remember your visit is for two hours.
  - List of all group members, including the students each chaperone is responsible for and cell phone numbers for teachers.

## **One week before...**

- Contact the BCM Groups Coordinator with any changes to your reservation, updated attendance numbers or questions.
- Review all information you received in your confirmation packet. If you have any questions, contact the Groups Coordinator.
- Make copies of information for all chaperones.
- Confirm transportation plans.
- Confirm with your organization's accounts payable that payment is ready for the day of your visit.
- Review your confirmation packet; contact the Groups Coordinator if you have any questions or concerns.
- Make name tags for each child and chaperone – include your organization's name and phone number.
- Consider asking everyone in your group to wear the same color shirt. It makes it easier to identify your group members once inside the museum.

## **Day before...**

- Review BCM behavior expectations with your students.
  - Always walk, no running.
  - No food or drink.
  - Be respectful of everyone and everything.
  - Stay with your chaperone.
- Confirm plans with chaperones.
- Fill-out your Group Admissions Form.

## **Upon Arrival...**

- Unload your bus on Sleeper Street behind the museum. You will enter the museum through the Group Welcome Entrance.
- A museum staff member will greet you at the Group Welcome Entrance and provide a short orientation.
- Check-in at the admissions desk with your completed Group Admissions Form.

## **During Your Visit...**

- Spread out. It's better for everyone: you, other visitors and museum staff.
- Visit the information desk or check out our "Today Sign" to see what activities are going on during you visit.
- Plan accordingly, you visit is for two hours.
- Have fun!

### **After your visit...**

- Write thank you cards to chaperones.
- Write a letter to principal or other teachers sharing details about your day.
- Contact the BCM groups coordinator with any comments or feedback, 617-426-6500 or [groupvisits@BostonChildrensMuseum.org](mailto:groupvisits@BostonChildrensMuseum.org)