

We are so excited to see you at the Museum! This sheet will help you and your class have the best field trip possible. If you have any questions, please feel free to call the Museum at 402.461.2399.

## Before Arriving at the Museum

Upon booking your field trip, you will receive a reservation form by email. Double check all the information on this form, including arrival and departure times. Please give a copy of the schedule to all teachers and adults and let them know which group they belong to. This will help keep everyone on schedule.

## Arrival and Check In

To ensure all of your programs happen on time, we recommend arriving early to check in. This will allow students to use the restroom and get ready before any of their scheduled program times. If you arrive 15 minutes or more late, your first program could be cut.

When you arrive at the Museum, have one teacher check in the whole group at the front desk. You will need to know the total number of students, school personnel (teachers, paras, bus drivers), and parents for check in. To streamline the check in process, please have all money gathered before you check in, including any money from chaperones. If chaperones choose to pay separately, it will be full price and could delay the start of your programs.

If you bring coats or lunches, we will have carts for you to use while you are here.

## Where Do I Go for Programs?

If you scheduled a planetarium show, you will report to the moon located on the first level of the Museum. Doors will open a few minutes before your show.

If you scheduled a program led by one of our educators, you will report to the Museum lobby. Your Museum educator will start every tour in the lobby.

If you scheduled a movie in our Lied Super Screen Theatre, you will report to the Museum lobby and a Museum staff member will check you into the movie.

**More helpful tips on the back!**



## Where Can We Go for Lunch?

There is a park located behind the Museum that has a covered picnic shelter with tables, as well as play equipment.

If the weather doesn't allow for lunch outside, you are welcomed to eat picnic style in our downstairs areas by your cart. Please note food is not allowed to leave this portion of the Museum.



## Accommodations

If you have students who could benefit from a Then / Now Schedule, headphones, or fidgets, be sure to ask our front desk staff about our sensory packs. These are free to check out for use within the Museum. You can also go to the Museum's website and download a social narrative under our accessibility page.

We have a Parent Room on our upper level that doubles as a Calm Down Space if the Museum is overstimulating for anyone. Students can control the lights in this space and the echo from the Museum is more muted. Adults can use this area to nurse or pump as well.

Next to the Parent Room, you'll find two family style restrooms available. Both of these restrooms have manual toilets and allow for more room if an individual needs assistance in the restroom.