Now that you have received a confirmation email, follow the steps below to begin to plan your field trip to the Natural History Museum of Utah!

Well-organized field trips help students - and teachers! - have successful and fun learning experiences at the Museum. Use this checklist to help you develop a plan.

☐ Double-check your confirmation email
  - Double-check your date and time of arrival
  - Need lunch space at the Museum? Verify you have a lunch reserved
  - Put your field trip on the school calendar
  - Schedule buses for the day of the trip

☐ Prepare your teaching team
  - Share this Teacher Checklist and the confirmation email with your team
  - Send out permission slips or other forms needed for your school
  - Plan a time to watch the Student Welcome Video with your class
  - Preview the museum for free by printing off your confirmation email and presenting it at the front desk
  - Develop a student activity - helpful resources prepared by the museum can be found on the website

☐ Prepare your Lead Explorers (chaperones)
  - Recruit Lead Explorers (chaperones) - the Museum encourages the following ratios:
    - Pre-K - Lower Elementary: 1 adult for every 4 students
    - Upper Elementary - Middle School: 1 adult for every 6 students
    - High School: 1 adult for every 10 students
  - Review NHMU's Lead Explorer Guide
  - Distribute Lead Explorer Guide to Lead Explorers (chaperones)
    - Be sure to include names of students and field trip information in the guide
  - Communicate your day of expectations for Lead Explorers
  - Encourage Lead Explorers to watch our Lead Explorer Video

☐ Enjoy your visit
  - Show your students the Student Welcome Video before your scheduled visit
  - Have groups assigned prior to your arrival at the Museum
  - Bring your lunches in labeled bins / containers if you have a reserved lunch space
  - Have the following information ready to give the field trip greeter:
    - Departure time
    - Number of teachers, lead explorers (chaperones), and students
    - Bus driver's name and cell phone number
  - Review and bring Enjoy Your Visit materials

Revised 07/26/2018