**Arrival by bus or oversized van**

- Keep students on the bus until a Museum greeter arrives with further instructions
- Tell your driver to pull as far forward in the roundabout as possible
- Lead teacher: identify yourself to the field trip greeter and be prepared to give them:
  - Departure time
  - Number of teachers
  - Number of Lead Explorers (chaperones)
  - Number of students
- Leave coats and backpacks on the bus if possible - students must be prepared to carry them during their visit if they choose to bring them

**If you are going to be more than 10 minutes late, please call the Museum: (801) 581-6927**

**Lunch**

**YOU MAY EAT AT THE MUSEUM ONLY IF YOU HAVE RECEIVED CONFIRMATION THAT YOU HAVE A LUNCH RESERVATION**

- Bring your lunches in labeled large containers with handles (Rubbermaid totes, laundry baskets, etc.)
- Arrive on time - you may eat only during your designated lunchtime in the designated lunch area
- Encourage students, teachers, and Lead Explorers to bring lunch from home or school

**Departure**

- Lead teacher should meet staff in lunch room 15 minutes before departure
- Return all Lead Explorer lanyards and maps to museum staff
- Please perform your head count on the bus in order to keep public areas clear for other visitors - Museum staff are available to sweep museum for students and Lead Explorers
- Gather all stored belongings

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