Check-in

Once you have entered the road leading to the Museum, please call 801.581.5567 to alert us of your arrival. You should have the following information ready for us: your bus number(s), the total number of students, total number of teachers and total number of chaperones.

A museum greeter will greet your buses. Please DO NOT leave the bus until a museum greeter has boarded the bus and made contact with you. Please let us know at least 2 weeks in advance if you will not be arriving as a group on a school or charter bus. We will need to make arrangements for an alternative check in procedure. You can contact us by phone at 801.581.5567 or via email at fieldtrips@nhmu.utah.edu.

The museum greeter will check in with the lead teacher to review information and pass out wristbands to the chaperones and students. They will also take your confirmation notice and make sure the bus driver(s) have the appropriate information about pick-up time and where the bus(es) can be parked.

The museum greeter will then greet your students and review expectations before students are allowed to get off of the bus. This ensures that everyone hears the expectations and directions that lead to a successful visit. Please leave all coats, jackets, and school bags on the bus.

If you have a lunch reservation, your greeter will assist you in placing your lunches in the appropriate space. We will provide wagons with signs labeling them with your school name and lunchtime. The museum greeter will also confirm where and when you will be eating.

If there are chaperones in excess of the required number (1 adult to 8 students, teachers are included in the chaperone ratio), or if your Field Trip to the Museum is not a sponsored trip, the greeter will escort or direct you to where payment can be made.