

Field Trip Check List

A Month Before Your Trip

- Send your deposit. Aquarium-only programs require no deposit. All other programs require a 50 percent non-refundable deposit 30 days prior to your arrival date.
- Consider adding curriculum-enhancing programs to your visit: an IMAX film, Behind-the-Scenes Tour, Explorer Class or Whale Watch.
- Arrange your lunch plans: Harbor View Café lunch vouchers, Quincy Market, restaurant package, etc.
- Purchase Gift Shop packages if your group doesn't have time to visit the Gift Shop.
- Participate in a teacher field trip preparation workshop. Contact the Teacher Resource Center for more information and scheduled dates (617-973-6590).

Three Weeks Before Your Trip

- Review goals for your visit. Make an appointment to visit the Teacher Resource Center for additional resources and field trip preparation materials or visit us online. www.neaq.org/fieldtrips
- Arrange for the proper number of chaperones required by grade level.
- Share Aquarium animal safety policies with chaperones. Make sure they are aware of your field trip goals and that they must stay with the students at all times.
- Confirm bus transportation. Obtain check payable to the New England Aquarium for balances due.

One Week Before Your Trip

- Submit final payment, if due.

Bring the Following Items With You the Day of Your Trip

- Reservation Confirmation Letter and signed Behavior Contract (enclosed)
- Proper number of chaperones per grade level as required
- Activity sheets for students. These can be found online. www.neaq.org/fieldtrips
- Pencils, pens and a hard writing surface for each student
- Bus permit, placed in the bus window prior to arrival

Upon Arrival

- Have the head chaperone check in for your group at the Whale Watch/Group Check-In booth. An Aquarium staff member will meet your group at the bus and explain the behavior policies. Students' hands will be stamped for Aquarium admission, and chaperones will receive chaperone stickers.
- If you plan on eating lunch in our Harbor View Café, send a representative to the Information Desk to arrange for a lunch time.

After Your Trip

- Complete your post-visit survey form online and enter a drawing to win 40 free Aquarium tickets! Surveys will be sent to teachers following their visit.