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### **A MONTH BEFORE YOUR TRIP**

- Send your deposit. Aquarium-only programs require no deposit. All other programs require a 50% non-refundable deposit 30 days prior to your arrival date.
- Consider adding curriculum-enhancing programs to your visit: an IMAX film, Guided Exhibit Tour, 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).

### **2-3 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 at [www.neaq.org/visit/fieldtrips.html](http://www.neaq.org/visit/fieldtrips.html)
- 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.

### **BRING THE FOLLOWING WITH YOU THE DAY OF YOUR TRIP**

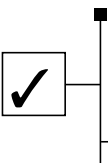
- Reservation Confirmation Letter
- Proper number of chaperones per grade level as required
- Activity sheets for students.  
These can be found at [www.neaq.org/visit/fieldtrips.html](http://www.neaq.org/visit/fieldtrips.html)
- Pencils, pens and a hard writing surface for each student
- Bus permit,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

### **UPON ARRIVAL**

- Have the head chaperone give final headcount and payment for your group at Group Check-In. An Aquarium staff member will greet the bus and explain the behavior policies. Students' hands will be stamped for Aquarium admission, and chaperones will receive chaperone stickers.

### **AFTER YOUR TRIP**

- Did you send in your post-visit survey form? This enters you in a drawing to win 40 free Aquarium tickets!



# AQUARIUM MAP

