

Field Trip Check List



New England
Aquarium

Protecting the blue planet

Central Reservations

617-973-5206

When You Book

- Consider adding curriculum-enhancing programs to your visit: an IMAX film, Behind-the-Scenes Tour or Explorer Class.
- Participate in a teacher field trip preparation workshop. Contact the Teacher Resource Center for more information and scheduled dates (617-973-6590).
- 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

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.
- 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.

Three Weeks Before Your Trip

- 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.
- Preview and share these videos with students and chaperones: **www.neaq.org/preview** and **www.neaq.org/whisperer**
- 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

- Proper number of chaperones per grade level as required
- Activity sheets for students. These can be found online. **www.neaq.org/teacherguides**
- 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 Advanced Ticketing Window 6 or 7 of the main Aquarium ticket 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, let our staff know at Advanced Ticketing Window 6 or 7.

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.