Field Trip Check List

When You Book

- Consider adding curriculum-enhancing programs to your visit: Film or Behind-the-Scenes Tour.
- Review goals for your visit or visit us online: neaq.org/fieldtrips

A Month Before Your Trip

- Send your deposit. All reservations 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 this video with students and chaperones: 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.

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: 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.

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.