

Field Trip Checklist

When You Book

- Consider adding curriculum-enhancing programs to your visit: a movie or Whale Watch.
- Review goals for your visit. Visit us online at neaq.org/fieldtrips for additional resources and field trip preparation materials.

A Month Before Your Trip

- Send your deposit. All reservations require a 50 percent nonrefundable deposit 30 days prior to your arrival date.
- Arrange your lunch plans. Please note that the Harbor View Cafe is only available for use if you are purchasing food or lunch vouchers. If you are bringing lunch, please arrange an outside location for your meal. We are unable to store lunches at the New England Aquarium.

Three Weeks Before Your Trip

- Arrange for the proper number of chaperones required by grade level.
- Share Aquarium safe handling instructions 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 balance due.

One Week Before Your Trip

- Have a discussion with students regarding behavior policies.
- Watch the “How to be a Shark and Ray Whisperer” video at neaq.org/exhibit/shark-ray-touch-tank/ with students and chaperones.

Bring the Following Items With You the Day of Your Trip

- Confirmation email and any outstanding payments for your reservation.
- An accurate head count and proper number of chaperones per grade level.
- Activity sheets for students found at neaq.org/teacherguides.
- Pencils, pens, and a hard writing surface for each student.
- Bus drop-off/pickup permit, placed in the bus window prior to arrival, and bus parking directions.
- Chaperone map.

Upon Arrival

- Have the head chaperone check in for your group at the ticket booth. An Aquarium staff member will meet your group on the plaza and explain the behavior policies.

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.