

## Field Trip Check List

### Before making a reservation, please...

- Review [Trip Planner](#) and [Educator Inlet](#) section of [www.AdventureAquarium.com](http://www.AdventureAquarium.com).
- Determine a budget for the field trip.
- Collect group details and attendance numbers for your group.

### Two weeks after making a reservation, did you...

- Receive a confirmation from the Group Sales office? Please ensure that all information is correct (arrival date, attendance etc) and contact a Group Reservationist if you need to make any changes.
- Submit a request for payment or purchase order with your school?
- Arrange for transportation?
- Reserve lunchroom space for your group?
- Consider options to enhance your visit, such as a 3D show, Educational Programs, Behind the Scenes Tour or Group Photo session?
- Consider ordering boxed lunches or Café vouchers for your group?

### One month before your visit, did you...

- Download teacher resources and exhibit companions from the online Educator Inlet section?

### One month before your visit, did you... (cont.)

- Send 50% non-refundable deposit or copy of a purchase order to secure your reservation?
- Update your attendance with a Group Reservationist?
- Submit and pay for boxed lunches or Café vouchers for your trip?
- Pay in full for and request your wristbands at least 3 weeks before your visit?

### Day of your trip, please prepare...

- Your final attendance count, with adults and students totaled separately.
- The bottom portion of your confirmation with a primary contact and cell phone number listed.
- Each chaperone with a schedule of the events for your group, such as lunch and show times.
- Your lunches in a large bin or box labeled with your group name.
- To have a great day!

### After your visit, don't forget to...

- Download activity sheets to enhance the learning experience long after leaving the building!
- Provide feedback about your trip through [www.AdventureAquarium.com](http://www.AdventureAquarium.com) or by emailing [groups@adventureaquarium.com](mailto:groups@adventureaquarium.com).
- Reserve your preferred field trip date for next school year.

**For more information, visit [AdventureAquarium.com](http://AdventureAquarium.com).  
Call 800.616.JAWS to make a group reservation.**



# Checklist

## AND HELPFUL HINTS

### Field Trip Helpful Hints

#### Accessibility

Adventure Aquarium is fully accessible for our guests in wheelchairs. We can map out an adventure catered to your needs.

#### Bus Parking

The bus parking fee is \$10.00 per bus and will be included on your group invoice.

#### Cancellations

Reservations that are not paid in full or covered with a Purchase Order will be cancelled. Please notify the Group Sales office if your group attendance changes or if you must cancel your visit. No refund will be administered for cancelled reservations. Cancellations due to weather will be rescheduled.

#### Chaperones

School groups receive one complimentary chaperone per 10 paid students. Youth, Scout and Camp groups receive one complimentary adult per 20 paid youth. Additional chaperones will be charged the appropriate group rate. To receive group rates, we require a minimum of 20 paying people on the trip.

#### Check In

Please plan to arrive at the Aquarium on time for an easy check in process. Only the head chaperone is needed at the Will Call ticketing window to check in.

#### First Aid

Basic First Aid is available at the Information Desk in the Main Lobby, at the Guest Services Desk in the Rotunda or in the Adventure Pier Gift Shop. In the case of an emergency, alert an Aquarium cast member, who will call for immediate assistance.

#### Lost and Found

If you have lost or found an item, please come to the Information Desk in the Main Lobby.

#### Lunch

Groups may bring their own lunches or take advantage of our pre-ordered boxed lunches, with prices ranging from \$4.00 to \$8.00 per person. Boxed lunch orders must be submitted and paid in full at least 10 days prior to your visit. Groups may eat at Adventure Aquarium in our indoor Skyline lunchroom or seasonally in the Breezeway area located on the waterfront. Lunch space is available on weekdays only and must be reserved in advance. All lunches should be

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## Lunch (cont.)

boxed together and labeled with your group name prior to arrival. Groups are responsible for transporting their lunches from the bus to the drop-off area.

## Payments and Purchase Orders

A 50% non-refundable deposit is due two weeks after making your group reservation. The final balance is due two weeks prior to your visit date. Purchase Orders are acceptable methods of payment for school groups. A copy of the Purchase Order must be mailed or faxed according to the deposit schedule previously mentioned.

## Restrooms

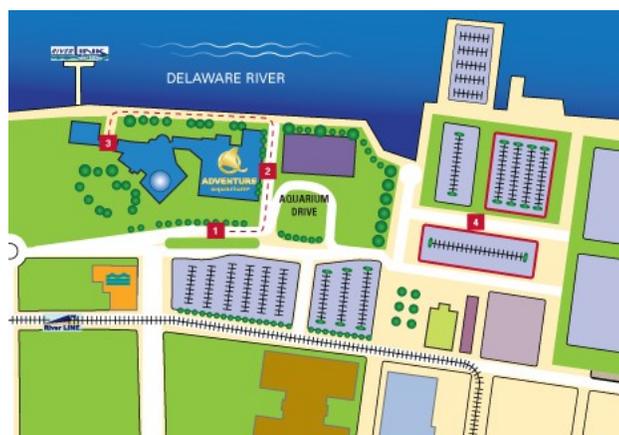
Restrooms are located in the Main Lobby on the lower level, in the Rotunda in Zone B and upstairs in KidZone.

## Running Late

If you are running late, please contact the Group Sales office at 800.616.JAWS as soon as possible. We will do our best to accommodate groups with timed activities, such as lunch, 3D show or educational programs.

### Group arrival process (see map below):

1. Upon arrival, your group will be greeted at the bus drop-off location.
2. The head chaperone should proceed to the Will Call ticketing window to check in and provide final attendance. Distributed wristbands should be applied to every member of your group.
3. Proceed down the waterfront in front of Adventure Aquarium with your lunches. Groups will enter at the Breezeway to drop off lunches.
4. Bus will park in the designated parking lot for the duration of your visit.



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