

FIELD TRIP CHECKLIST

KNOW BEFORE YOU GO

BUSES: Confirm with your vehicle/bus driver(s) if they will be parking onsite.

STANDARD PARKING: If your group is not arriving in an oversize vehicle or bus, park in the Heritage Garage on 5th St. and Monroe to receive validated parking. Bring your parking ticket to have it validated inside the Science Center.

ADJUSTMENTS: Admission and add-ons are by reservation. Please notify of any adjustments to your guest count no less than 3 days before your visit. Additions and/or reductions will not be adjusted on the visit date!

PAYMENT: Payment is due no less than 5 days before your visit, OR on the visit date if agreed upon by both parties. We also accept purchase orders if payment is anticipated after the visit date!

ON YOUR VISIT DATE

DROP-OFF/PICK-UP: Your bus(es) will enter the Heritage & Science Park for pick-up and drop-off. Please see the field trip packet for instructions and a map for your buses to enter, exit, and/or park.

- If the plaza is unavailable, we will reach out to notify you of alternative drop-off/pick-up at the 5th St. loading zone.

CHECK-IN: Please have the lead contact(s) exit the vehicle before unloading your bus(es). A team member will check in with your school group and go over your reservation.

- Please have your final count of adults (teachers and chaperones) and students ready.

LUNCHES: Our team members will bring your lunches inside and store them in the lunchroom. If you have a lunchroom reservation, you will find your lunches inside. If the lunchroom is not reserved for your group, you can grab your lunches to eat in the Heritage & Science Park right in front of the Science Center. Food/drink is not allowed inside the science center exhibits!