

The IMAG History & Science Center is excited about your upcoming field trip. We ask that you take the time to read through the information below to better prepare for your visit. Please feel free to contact our reservations department anytime you have questions or concerns about your upcoming field trip. See you soon!

**FOR CHANGES OR UPDATES**

**PLEASE CONTACT:  
GRISEL BREWSTER  
239-243-0043 EXT 203  
grisel@theIMAG.org**

**PLEASE SHARE THE SECOND PAGE WITH ALL OF YOUR  
TEACHERS AND CHAPERONES**



## Before You Arrive

- **DEPOSITS & CANCELLATIONS**- Any organization that is not a district school will need to make a \$50.00 non refundable deposit upon making their reservation. Deposits will be applied to your final balance. We need 48 hrs notice to cancel or change a reservation to avoid losing any deposits made. We will make every attempt to move a reservation to your preferred date, however we do book up fast so we can not guarantee your requested back up date will be available.
- **ARRIVAL TIME**- Please schedule arrival times appropriately. If at anytime your arrival or departure change, please notify us immediately so that we may update your schedule before your arrival. We will not be able to alter schedules once groups begin to arrive. If your group is late you will begin your scheduled events at the time of your arrival. Late arrivals will mean that your group will miss out on exhibits or shows.
- **PAYMENT**- Once you received your check-in slip, please send one designated person to the front desk to make the payment. Cash, credit cards, or checks payable to "The IMAG" are accepted. Hard copies of your tax-exempt certificate are required at the time of payment. If you do not have your form present we will not be able to exempt the sale. Please bring a copy of your certificate that we can keep. We will only be able to invoice district schools, any other organization will need to make payment the day of their visit.
- **LUNCH**- Groups can bring lunches from home or school cafeterias. Lunches will be collected upon arrival and taken to our outdoor picnic area until your group is ready for your scheduled lunch time. Please make sure that lunches are properly secured in coolers or other protective means. There is no refrigeration options outdoors to keep lunches cold. There will be no food or drinks allowed inside the museum. If severe weather occurs we will make the necessary changes to move your group inside.
- **SAFETY**- All students should wear closed-toed shoes and comfortable clothes. Visitors may get their clothes wet when playing with some of our exhibits. Chaperones must stay with their designated groups at all times. Students are not to be left unattended during any portion of your visit.
- **BEHAVIOR**- Please remind students that this is an inside facility, quiet inside voices are necessary. Our facility's floors change from space to space so it is important to remind students that walking, and not running, is the best means to get to their destination.



# Attention Teachers and Chaperones!

We are excited for your upcoming field trip! To ensure your group has the best experience possible, we ask that you read the information below so you can get familiarized with how your visit will go.

*All groups MUST be accompanied by an adult (18 yrs or older).*

*All groups should have enough adult chaperones to accommodate the 1:10 ratio that the law requires.*

## When You Arrive

- **BUS ARRIVAL & CHECK-IN**- Once your bus arrives a member of our staff will come to greet you. Please keep all students in the bus until our staff members let you know it's time to line up. Our staff member will get a count of how many students and chaperones and will give you a slip to take to the front desk. Once students are lined up, a member from our education department will escort your group to the theater or other designated area for a brief orientation.
- **ORIENTATION**- Since time is of the essence, we ask that you quickly guide your groups into the theater or other designated area in a single-file line. Please start towards the end and fill in all the seats as there are likely more than one school/group attending our orientation, we want to make sure we fit everyone in! Our education staff member will go over important museum rules as well as give out schedules to all group leaders.
- **SCHEDULES**- Group schedules will be handed out during orientation. It is important that all group leaders stick to their scheduled locations. Schedules are created to maximize all groups' as well as other visitors' experiences. Having too many visitors in one section at the same time will make for an unenjoyable experience of that exhibit.
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## When You Depart

- **MUSEUM STORE**- Towards the end of your visit you will have time to visit the museum store. We ask that only 5 students enter the store at a time and have a chaperone with them at all times to supervise.
- **BUS DEPARTURE**- When your group is ready to leave, we ask that you line up by the gate, where your group entered, to load onto the bus. Please do not exit through the museum store. Someone from our education department will meet your group by the gate with your lunches. During severe weather our education staff will have an alternate departure plan.