

After Submitting your Request

- Watch for an email and attached invoice from one of GCM's team members within a few days of booking. Contact education@glazermuseum.org if you do not receive it or have questions or revisions.

3 Weeks Before

- Confirm your transportation arrangements.
- Recruit chaperones, collect fees, and discuss rules and expectations.
- Send out student permission forms and information about costs.

2 Weeks Before

- Decide if your students will wear coordinated shirts.
- Communicate attire to your students' families.
- Assign your students to groups of 8 or fewer for your chaperones.

1 Week Before

- Watch for your final confirmation email. Please confirm your trip with the GCM team member who contacted you.

Field Trip Week

- Let your students know what to expect and what will be expected of them.
- Compile a list of approved chaperones expected to participate in your Field Trip.
- Divide your total group into groups no larger than 10 people. Each group of 10 must include at least one adult chaperone.
- Create nametags if your students and chaperones will be wearing them.

Field Trip Day

- Call **813 443 3821** to confirm you are on your way or delayed.
- Do frequent head counts and be prepared to describe any child in your group.
- Let any Museum Staff Member or Playologist know of any questions.
- Remind your students of the Museum's rules and to have fun!

If you have questions about your visit, please email education@glazermuseum.org or call our *School & Youth Programs Manager*, Emily Woods at **813 443 3810**.