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 reservations@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 any necessary permission forms and information about costs.

2 Weeks Before

- Decide if your students/campers will wear coordinated shirts.
- Communicate attire to your students’/campers’ families.
- Assign your students/campers to groups of 10 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/campers 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!

Do you have questions, concerns, or need help? You can call our Guest Services team at 813 443 3821 or email reservations@glazermuseum.org.