

Field Trip Countdown

A helpful guide to prep
for your GCM Field Trip

let's
play.

Glazer
Children's
Museum



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 student/campers' families
- Assign your students/campers to groups of 10 or fewer for your chaperones

1 Week Before

- Watch for your final confirmation phone call or email
- Confirm your trip with the GCM team member who contacted you

Week of Your Field Trip

- Let your students/campers know what to expect and what will be expected of them
- Compile a list of approved chaperones participating in your field trip
- Solidify your groups of 10 or fewer students/campers
- Assign at least (1) adult chaperone per group (required)
- Create name tags if your field trip attendees will be wearing them

Day of Your Field Trip

- 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 any questions or concerns about your visit
email reservations@glazermuseum.org or call **813 443 3821**

Museum Map



To view our most up-to-date Museum Map
please scan the QR code above or visit GlazerMuseum.org/map

Location Map



Chaperones can park in the William F. Poe Garage next to the Museum. This garage is owned by the City of Tampa, pricing is to their discretion.



Buses can safely drop off and pick up on **GASPARILLA PLAZA**, located between the William F. Poe Garage and Glazer Children's Museum.



Glazer Children's Museum is located closest to Ashley Drive. The full address is: **110 W. Gasparilla Plaza, Tampa, FL 33602**