



Before

1. Schedule your Unfield Trip with our reservations specialist at reservations@amazeum.org. You can decide if you want to bring lunches. Receive your **confirmation letter**.
2. Schedule **transportation**.
3. Review resources:
 - **Watch** the Unfield Trip video
 - Share the **4 key points** with students and chaperones
4. Connect with parents using the Amazeum [Parent Letter](#).
5. Organize students in **chaperone groups** (1:5) with the [Grouping Planner](#).
6. Identify a lead teacher for your Unfield Trip: upon arrival, the Amazeum will need a **head count** of total adults (minus members), a **head count** of total students, and any payment for students and adults in **one transaction**.

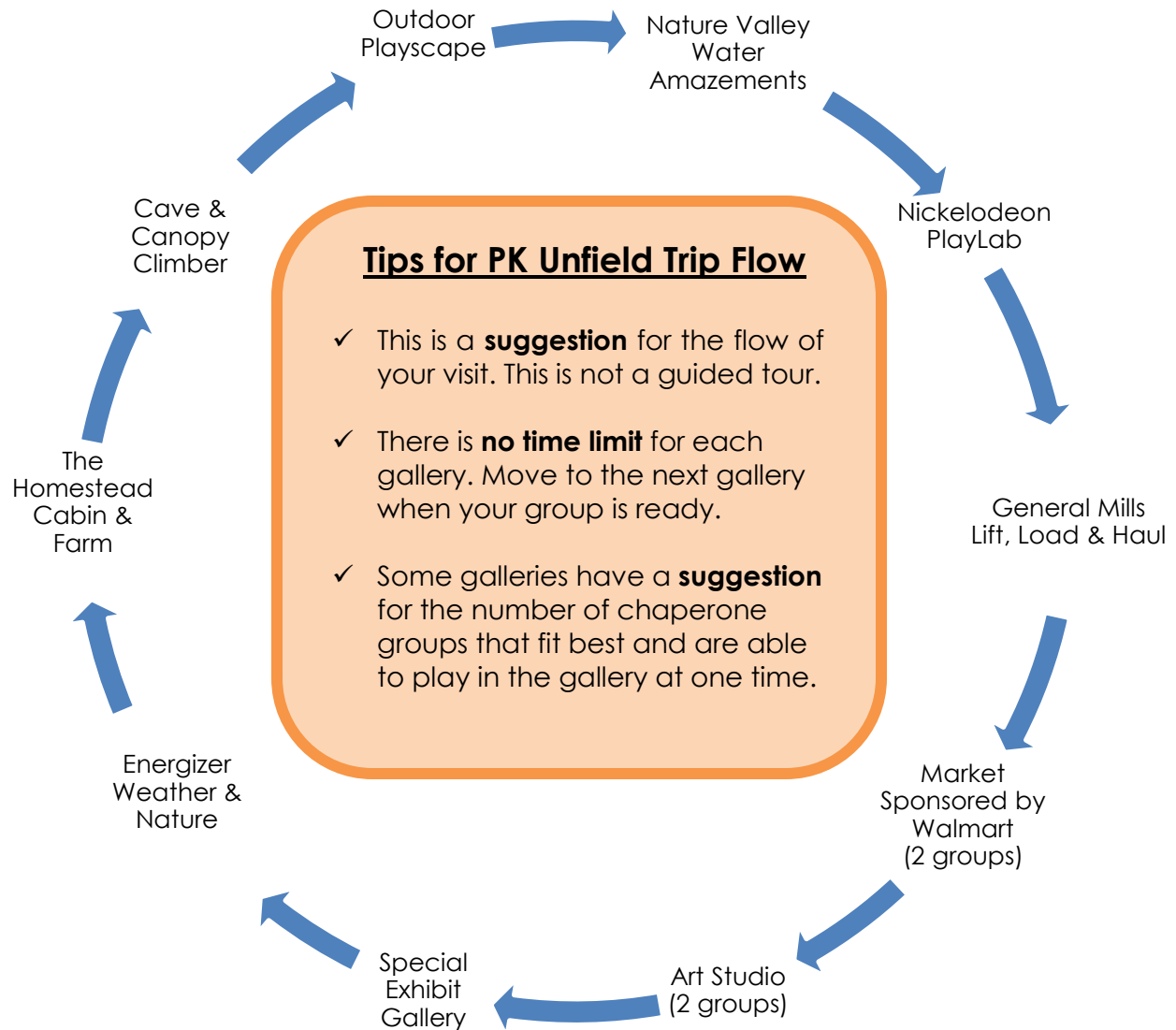
Arrival

1. Stop your bus on the **north side** of the Amazeum. (You will park at Orchards Park)
2. **Stay on the bus**; an Amazeum team member will greet you. The students will stay on the bus while the adults have orientation. (1-3 adults can stay on the bus).
3. Chaperone Orientation: an Amazeum team member will explain the **4 key points**, discuss the agenda, and designate chaperones to share the 4 key points with students on the bus.
4. The lead teacher will **check-in** with the headcounts and payment.
5. Students will hear the 4 key points on the bus from a chaperone, unload off the bus, and **get into chaperone groups outside**.
6. The Amazeum team will direct you inside to begin your Unfield Trip!

During

4 key points

1. **Stay Together, Play Together**: Chaperones must supervise their groups at all times.
2. **Gentle Touch**: Use a gentle touch on exhibits and share with other guests.
3. **Look For Us**: Please ask Amazeum team members to help deepen your experience. This is not a guided tour. You are free to move at your own pace.
4. **Certain Areas Are Unavailable**: The Hershey's Lab Workshop is only available with a reservation before your Unfield Trip, there are clearly marked toddler areas, and the 3M Tinkering Hub is unavailable for your age group.



Departure

1. Communicate your **departure time** to your bus drivers.
2. Meet at assigned departure site.
3. An Amazeum team member will lead you out through the lobby to your buses.

After

1. Lead a discussion about your Unfield Trip; have students document their experiences.
2. Postcard reflections: You will receive postcards from the Amazeum to reflect on your Unfield Trip; send them back to us so that we can continue to improve!