

Educator's Field Trip Check List

Dear Educator Letter

Please review the attached letter.

SCVB Confirmation Form/Changing Tour Reservations

Changes in the Museum reservations must be made in writing to the Springfield Convention and Visitors Bureau on official school letterhead and signed by the school principal or school tour coordinator. Changes will not be accepted by phone, email, or fax. SCVB, 109 North 7th St., Springfield, IL 62701

Student Admission Fee

- ***During the months of March, April, and May each student will be charged a \$4.00 admission fee.***
- ***Schools will not receive an invoice. Payment will be due upon arrival.***
- ***NOTE: In order to expedite the payment/tour process, all monies for students and additional adults must be collected prior to arrival and one designee must purchase all additional tickets.***

Chaperone Policies

Teachers and Chaperones MUST stay with their assigned groups at all times, including visits to the gift shop, restrooms and theaters. Please assign groups to chaperones prior to arrival.

- **ALPLM requires one chaperone for every ten (10) students. These chaperones will be admitted free of charge with the school group. Aides accompanying special needs students over and above the 1 to 10 ratio will also be granted complimentary admission.**
- **Additional adults will be charged admission price of \$12.00 upon arrival. One designee must purchase all additional tickets to expedite the process. The ALPLM does not bill for additional chaperones.**
- **Teachers and chaperones are responsible for guiding their assigned group throughout the Museum. Docents will provide assistance but they will not conduct tours.**

Museum Rules

- Arrive 15 minutes prior to your scheduled tour time. Late arrivals may forfeit their tour. Early arrivals may not be granted entry until their scheduled tour time.
- Do not unload your bus before speaking with an ALPLM greeter. The greeter will meet your bus and provide you with further instructions.
- No backpacks or large bags will be allowed. Umbrellas and bags exceeding ALPLM size requirements must be left on the bus or checked. Headsets, personal stereos and other electronic equipment must be left on the bus or checked.
- No food, beverages, candy, or gum are allowed in the Museum. The Museum is a smoke-free facility.
- Cell phones MUST be turned off. Students who text or use a cell phone as a light source in the theaters may be escorted from the theater by Museum security. It is the **chaperone's responsibility** to see that students adhere to this policy.
- Photography is allowed only the Plaza area and *Mrs. Lincoln's Attic*. No photography, including cell phones, in the theaters, galleries or exhibits.

- Please remove all hats, hoodies, and other head coverings, unless worn for medical or religious reasons as a sign of respect to our 16th President.
- Use quiet voices in the Museum.
- Bringing additional children by Chaperones on scheduled tours is strongly discouraged.
- The entire museum is monitored by video surveillance. Do not touch the exhibits.
- The Museum and its exhibits are designed for students in 4th grade and up. Some exhibits and theater presentations may be disturbing for younger children.

Additional Useful Information

- **Bus Drop-Off**
The bus drop off is at the south end of the ALPLM on Jefferson Street (one-way West). See the attached map. An ALPM staff person will greet your bus and provide additional instructions. Do not disembark before speaking with the ALPLM greeter.
- **Parking**
Free bus parking is in a designated lot adjacent to the ALPLM parking garage on 6th Street between Madison and Mason. To exit the lot, enter the key code #5150. For those driving, the Museum parking garage is located on 6th Street at Madison. The cost is \$.75 per half hour (maximum charge \$9.75).
- **Bus Driver Admission**
Bus drivers accompanying a scheduled school group are admitted free to the Museum.
- **Student Pick Up**
Busses will pick up students on the west side of the ALPLM on 6th Street (one-way North). See map.
- **Museum Store**
Students are welcome in the Museum gift shop as long as they are accompanied by the required ratio of adults. Students must remain with chaperones at all times. Store purchases are not allowed in the Museum and must be checked. We suggest you make the Museum Store the last stop of your visit.
- **Theater Show Times and Rules**
There are two theaters in the Museum. Show times are posted at the entrance of each theater. The Holavision Theater presents *Ghosts of the Library*, a 9-minute show that runs at least twice an hour. The Union Theater, presents *Lincoln's Eyes*. This 20-minute show runs regularly. Please be advised there are strobes and loud sound effects in this presentation.
Arrive five minutes prior to show time. You will not be admitted once the show begins. It is the chaperone's or group leader's responsibility to get your group to each theater at the appropriate time. Groups must remain together in the theaters. No climbing over or walking on theater seats or benches.
- **Mrs. Lincoln's Attic**
This area is a hands-on play area for children ages 3-12 and their families. School students are welcome to visit the Attic in their assigned groups, but we ask you be sensitive to the families and small children playing in that area. Once maximum capacity is reached in that space, entrance will be limited with preference given to visiting families. Thank you for your understanding.
- **Lunch**
Groups may not bring sack lunches into the Museum or café. Lunches must be left on the bus or checked. Groups may picnic in Union Square Park directly across from the Museum. Boxed lunches may be ordered directly through the café at 217-523.2247.