



Before

1. Schedule your Unfield Trip with an Amazeum Representative at reservations@amazeum.org. You can reserve a [Hershey's Lab Workshop](#) at this time. You can reserve a [Tinkering Workshop](#) at this time. We recommend eating lunch before or after your arrival time at Orchard's Park. Receive your **confirmation letter**.
2. Schedule **transportation**.
3. Review resources:
 - **Watch** the Unfield Trip video
 - Share the **4 key points** with students and chaperones
 - Connect with our Unfield Trip Coordinator (mgarcia@amazeum.org) to help you develop educational goals.
4. Connect with parents with the Amazeum [Parent Letter](#).
5. Organize students in **chaperone groups** (1:10) 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**.

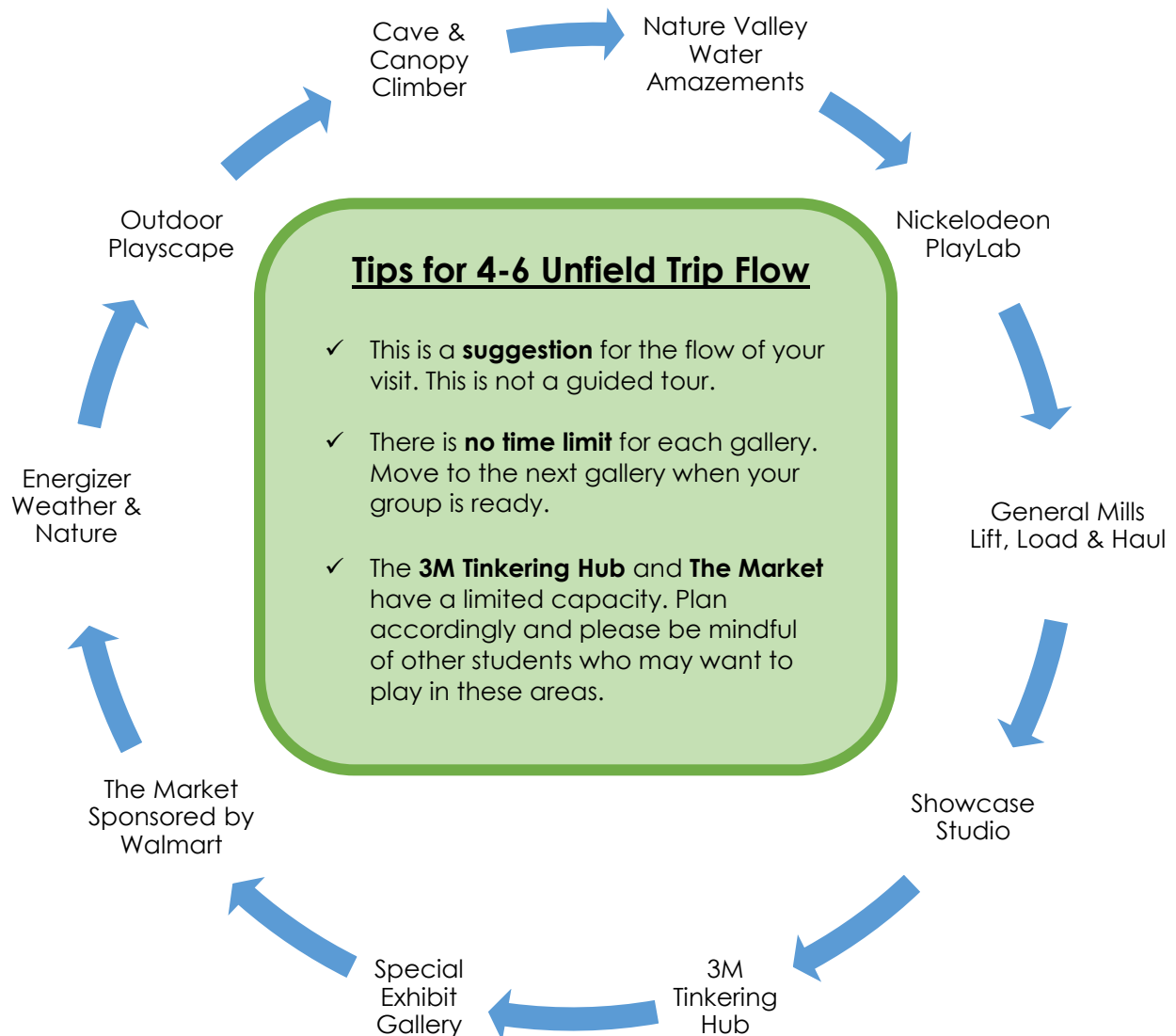
Arrival

1. Your bus should pull up to the **north side** of the Amazeum to unload and pick up students. After you have unloaded, bus drivers will park their buses at the nearby **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 an orientation. If needed, 1-3 adults can stay on the bus to watch the students.
3. Adult Orientation: an Amazeum team member will explain the **4 key points**, discuss the agenda, and designate adults to share the 4 key points with students on the bus.
4. The lead teacher will **check in** at admissions with the Unfield Trip Lead with the final headcounts of students and adults and payment.
5. Students will hear the 4 key points on the bus from an adult volunteer, unload off the bus, and **get into chaperoned groups outside**.
6. The Amazeum team will direct you inside to begin your Unfield Trip!

During

4 Key Points

1. **Stay-Together, Play-Together:** Teachers will divide their students into smaller chaperone groups. Chaperones **must supervise their small groups at all times.**
2. **Gentle Touch:** This is a hands-on museum where we encourage as much interaction with our exhibits as possible. We ask that you **use a gentle touch** on exhibits and to **share with our younger guests.**
3. **Look for Us:** Please ask Amazeum team members to help deepen your experience. **This is not a guided tour.** We will have team members lead you in to start you off, but from there you are free to move at your own pace.
Certain Areas Are Unavailable: The Hershey's Lab Workshop is only available with a reservation before your Unfield Trip; there are clearly marked early learner spaces (inside and outside) that are just for families.



Departure

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

After

1. 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!
Note: If you reserve an Unfield Trip for a late spring date, you may not receive postcards.