



Teacher Checklist

- Check program date/time/location in confirmation letter.
- Notify Group Reservations at (757) 253-4939 or (888) 868-7593 if information is incorrect.
- Confirm count changes with Group Reservations 30 days prior to arrival. Provide final counts three business days prior to arrival. Call Group Reservations at (757) 253-4939 or (888) 868-7593.
- If you are not coming, please cancel your reservation. Call Group Reservations at least three business days prior to scheduled arrival at (757) 253-4939 or (888) 868-7593.
- Make /confirm arrangements for meal during the visit.
- Confirm transportation arrangements.
- Review tour /program and other arrangements with all participating teachers.
- Share materials in your confirmation packet with all participating teachers.
- Arrange for chaperones/parents.
- Collect permission slips.
- Discuss museum manners with students.
- Inform students that backpacks must remain on the bus during visit.
- Check weather reports prior to the day of trip and plan accordingly.