

SCIENCE MUSEUM OF VIRGINIA GROUP LEADER GUIDE

Thank you for being an important part of your group's Science Museum experience. To ensure that everyone in your group has a safe and rewarding visit, please review and follow these guidelines.

Before Your Visit

- Recruit chaperones. One adult chaperone (aged 18 and older) is required for every 10 guests (age 17 and under). Groups without the required number of chaperones will not qualify for discounted group rates.
- Divide guests into groups of no more than 10 and assign a chaperone to each group.
- Make nametags. Please include your institution's name. Students' names are optional.
- When planning your visit, allow 30 minutes for check-in and departure, and plan to arrive at least 15 minutes prior to your scheduled giant-screen film, planetarium show, play or program. Guests will not be admitted after a program in either theater begins. Be sure to allot 30 minutes to visit the museum gift shop.
- Review the day's plans with your group and chaperones.

Arrival and Check-in

- Bus drivers may drop off guests at the museum's main entrance. A guest services associate will welcome your group upon arrival.
- The group leader should go directly to Guest Services for check-in.
- The group leader must have an accurate count of teachers, chaperones, guests and bus drivers.
- Payment may be made by cash, check, money order, traveler's check, MasterCard or VISA. Please have cash collected and counted out in advance, with large quantities of coins in rolls. Membership discounts do not apply in conjunction with the group rates.
- The museum can provide bins in which you may store your group's lunches.

While at the Museum

- Chaperones must stay with their group at all times while visiting the museum.
- Everyone must wear a nametag with your school's/organization's name.
- **And, most importantly, have a great time exploring science together!**

