

BEST. FIELD TRIP. EVER.

Review your itinerary

- ☐ Are adult and student numbers correct?
Adults include all teachers, staff, and chaperones.
- ☐ Are requested programs or events listed?
- ☐ Is sack lunch reservation listed, if needed?
- ☐ Is the Riley Children's Health Sports Legends Experience® listed, if requested?
Seasonal experience with an upcharge

Watch our field trip video with your students and send the chaperone video link to the adults. Both are available in English and Spanish and include captions.



Before you arrive

- Distribute the chaperone passes to all adults who are arriving separately.
- Chaperones can show their passes at the entry gates starting at 9:30 a.m. and meet you at the Sack Lunch/School Groups area.
- Have students wear matching T-shirts, uniforms, or name tags, if possible.
- Pack sack lunches in boxes, bags, or coolers that are easy for your group to carry to our storage area (no refrigeration provided).

Arriving by van or personal vehicle

- The museum entrance and parking are located just north of 30th Street on Illinois Street (3000 N. Illinois St., Indianapolis, IN 46208). All museum parking is free.
- Upon arrival, gather in the Welcome Center. Once everyone is present, the lead teacher should check in at the museum Box Office.

Arriving by bus (for the bus driver)

- Drive southbound on Meridian Street and turn right into the bus and delivery lane, just south of 32nd Street.
- Stop at the first stop sign until motioned forward by a museum staff member.
- Move to the second stop sign and unload students and lunches.
- Wait for instructions for parking and pickup.



Check-in process at the museum

- The lead teacher will check in while students and chaperones are unloading.
- Museum staff will review your itinerary, confirm your attendance numbers, review field trip admission and add-on fees, ask you to sign the check-in form and behavior agreement, and provide instructions for the departure process.
- A single payment is required, or the museum can bill your school after the field trip.
- Individual household membership benefits do not apply to school field trip admission or add-ons.
- Your group will receive Teacher, Chaperone, and Student stickers when you arrive. Everyone must wear the stickers throughout the duration of the field trip.
- Your chaperones will receive museum maps when they arrive. If your group has scheduled programs, make sure they know what time and where to meet. Use our bilingual field trip schedule template or create your own.

