

2023

FIELD TRIP GUIDE



Questions? Email groups@unionstation.org

WELCOME



Thank you for choosing to bring your group to Union Station to enjoy one of our amazing attractions! We want your visit to be as fun and trouble-free as possible, so please read through this entire guide prior to your Field Trip.

THE LAST PAGE MUST BE SIGNED AND BROUGHT IN THE DAY OF YOUR FIELD TRIP, WHEN YOU ARE CHECKING IN, AS A CONFIRMATION THAT YOU READ THROUGH THE GUIDE.

DROP OFF

PRINT AND GIVE TO BUS DRIVERS

Bus Driver Instructions

- All buses will drop off and pick-up on the west side of Union Station. This is located around the back of the building by the Planetarium.
- Buses will pull around the circle drive and unload on the side of the street closest to the Planetarium. After all passengers have exited the bus, proceed to Bus Parking located across from the railroad tracks

Please note: Parking attendants will be on-site to assist with drop-off, bus parking and pick-up.

Directions to Bus Parking:

- Drive on Pershing Rd to traffic signal marked “Broadway/Science City”
- Turn north onto “Broadway” ramp towards Union Station Parking Garage.
- Turn right at bottom of ramp
- Drop off group at the circle drive



CHECK-IN

01

After exiting the busses, make your way to the group entrance



02

Find the Group Check-In Desk where you will pick up your Wristbands and drop off your completed check-in form (last page). **Please make sure voices are off and you enter quietly, as you are not inside of Science City, but Union Station.**



03

Find your Lunch Cabinets (if applicable) and place lunches inside before going into the Innovation Center. This is where you will have a quick orientation and put on your wristbands before entering Science City. **This is not a place to get into small groups or wait for chaperones to arrive, as you will be exiting right after orientation. If you are not booked for a lunchroom, we will not have cabinets available for you to use.**

SC ORIENTATION

Wristbands

While inside of the Innovation Center, your group will have a seat and get wrist banded

- Everyone must have a wristband in order to enter Science City
- The wristbands given to you are the ones that your school paid for (both students and adults)
- **Once we hand you the wristbands, it is your job to make sure they are given to the correct people.**

*If there are adults that are paying for their own ticket and not paid for through the school, **DO NOT GIVE THEM A WRISTBAND.** They will need to get their ticket scanned by one of our Check-In people and they will get a wristband from them.

Orientation Rundown

Orientation will be quick and should not take more than 7 min. If your students are able to keep their voices off, parents help with putting on wristbands, and you are already in your small groups, it should take even less time

1. Everyone must walk at all times
2. Students must be with an adult at all times
3. Respect the Exhibits and take turns
4. Everyone entering Science City must have a wristband
5. The room that you are in for orientation is the room that you will use for lunch
 - a. Arrive right at the start of your time, use the restroom inside of Science City before coming to lunch
 - b. Only sit at the tables with your schools name on them.
 - c. After lunch, put any leftovers back in your cabinets.

PLANETARIUM ORIENTATION

Our planetarium has a "no late entrance" policy. Once the show begins, you will not be able to enter the space and you will have missed your show

- Please arrive at least 10 mins before your scheduled show.
- If you leave the planetarium during the show, you will not be able to re-enter and will have to wait for your group outside until they are done.
- No food or drink is allowed inside of the Planetarium



CHAPERONES

PLEASE SHARE THIS INFORMATION WITH ALL YOUR CHAPERONES

(THIS INCLUDES ALL PARENTS)

1. Chaperones driving themselves will park in the parking garage next to the building (we do not validate parking unless your school pre-pays for it).
2. Chaperones will meet inside the group entrance on level B (located on the ground floor) and wait in the chaperone waiting area until the school arrives.
 - a. Chaperones should use this time to get their ticket purchased/scanned if they did not purchase one through the school
 - I. **THEY WILL BE PAYING \$16.50 PER TICKET IF THEY ARE NOT INCLUDED IN THE SCHOOLS INVOICE.**
 - II. **IF THEY ARE PURCHASING THEIR OWN TICKET, THEY ARE NOT INCLUDED IN YOUR LUNCHROOM RESERVATION AND MUST WAIT OUTSIDE DURING THAT TIME.**
3. Once the group arrives, chaperones can hop in with your school and assist with wristbands during orientation
4. Chaperones are responsible for making sure their assigned children are following directions and being respectful of everyone around them.

NOTE TO TEACHERS: If you have parents/chaperones who are running late and miss orientation, we require at least one teacher from your group to wait outside of Science City Group Entrance and give them the orientation that they missed

- **We are not responsible for knowing who is purchasing their own ticket, who is included in your groups purchased numbers etc. You need to let them know what they need to do ahead of time**
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PREPARING FOR YOUR VISIT

1. **Make sure you have shared all this information with your group**
2. **Print out bussing instructions for your bus drivers**
3. **Tell parents:**
 - a. **where to park**
 - b. **what time to meet (if they are meeting your group at Union Station)**
 - c. **who they are chaperoning**
 - d. **whether they need to buy their own ticket or not**
4. **Consolidate lunches into tubs or crates to make the drop-off of sack lunches quicker**
5. **Get students into their small groups after they get off the bus and before they enter the Groups Entrance**
6. **Make sure you have paid for the correct amount of tickets and email us if you need to add more**

***PLEASE BE RESPECTFUL OF OUR STAFF AND FOLLOW DIRECTIONS GIVEN AS YOU CHECK-IN AND ENJOY OUR ATTRACTIONS**





CHECK-IN FORM

Please bring this completed form with you on the day of your visit. Upon arrival, you will turn this form into the Group Sales Associate checking in your group.

GROUP NAME: _____

GROUP LEADER: _____

CONTACT PHONE #: _____

DATE OF VISIT: _____

YOUTH TOTAL: _____

ADULT TOTAL: _____

***Please include the total number of youths and the total number of adults you currently have on the day of your visit. We understand these numbers might differ from your confirmation, but we need attendance numbers for reporting purposes. Do not include anyone who purchased their own ticket on your count**

BY SIGNING THE LINE BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS ENTIRE GUIDE AND HAVE SHARED ALL ITS INFORMATION WITH OTHER TEACHERS, PARENTS, CHAPERONES, BUS DRIVERS, ETC:

