

Muse Field Trip Checklist

Before you schedule:

- In order to inspire as many students as possible, Muse field trips consist of 3 rotations: The classroom, the planetarium and the exhibit floor. Check out our program options in the Program Resource Guide and choose a classroom and planetarium program. There are up to 30 students in each rotation group.
- Be ready with the grade level, the number of students, your name and email, and the address and phone number of your school.
- Choose 2 preferred dates or a month and day of the week. Trips can be scheduled as early as the prior August. April, May, and the days leading up to breaks are the most popular.
- Decide on a timing preference. Trips are scheduled from 9:00-11:30am, 12:00-1:30pm (with special options) or 12:00-2:30pm during the school year. Summer schedule is usually 9:30-12 or 12:30-3:00. The Muse is located at 516 N. Beaman St, Knoxville, TN 37914 in Chilhowee Park. Please choose timing that allows your group to be present for the entirety. The quality of your visit will likely be diminished if arrival is late or departure is early.
- Pricing: For group pricing, trips must be scheduled at least 2 weeks in advance. A school field trip group is 15 or more students from an educational institution. Groups smaller than 15 students may also book field trips, for a fee equivalent to a group of 15 students. Admission is \$6 per student with 1 free adult for every 5 students. Additional adults or siblings are \$6 each when paying with the group, or \$9 each if paying individually. Please encourage parents to pay with the group.
- Now you're ready to give us a call or fill out the date request form on the Education/Field Trip page at www.themuseknoxville.org.

Preparing for your trip:

- Details about your trip will be sent in a confirmation email- subject line “Muse confirmation”. Please share this email with other teachers or leaders involved in the trip.
- Chilhowee Park has 2 covered picnic pavilions, a fabulous playground, and restrooms, all very near our building. Many groups like to plan for lunch outside and some play time. Available on first come, first served basis. We are happy to help coordinate with other groups visiting the Muse.
- Let us know if you would like your students to visit our Gift Store. We will help coordinate smaller group shopping for a smooth experience. Sales tax does apply. Gift Store shopping provides a great “real-life” learning opportunity.
- Decide with other teachers on the division of students into the recommended number of groups from your confirmation.
- Remind parents to send coats, lunches or Gift Shop money. Siblings are welcome on field trips, however only students in the grade level selected will attend the classroom program. Supervised siblings are welcome to enjoy the exhibit floor during this time. Field trip programs are not included in membership to the Muse.
- *Field trip cancellation policy: If you must cancel or change your field trip plans, please let us know as soon as possible. Field trips cancelled or postponed with fewer than 14 days' notice will be subject to a \$25 administrative fee. "No-show" field trips will be subject to a \$50 administrative fee. Cancellations or rescheduled trips due to weather that closes or delays school will not result in a fee. We will make every possible attempt to reschedule trips cancelled because of weather. Late arrivals may result in reduction of field trip programming.*
- Payment is due upon arrival. Please use one form of payment for your group. School checks are accepted, however please be aware

that our ticketing software does not allow cash refunds for check overages. See ticket pricing above to calculate your total.

Field Trip Day:

- If you experience a delay, please give us a call. 865-594-1494 opt. 0
- Please know the number of students, teachers and other adults with your group.
- Prepare students to line up in predetermined groups.
- Arrive in the Muse circle by your scheduled arrival time.
- Send a representative inside to check-in at the front desk with payment and person totals, leaving the students on the bus, if possible, or waiting in front of the steps.
- A Muse staff member will come out to orient the students. The groups will enter the Muse separately to their rotation starting spots.
- Be ready to enjoy your students and have a great trip; we'll take it from here!