



HOW TO MAKE THE MOST OF YOUR VISIT TO THE PUTNAM

To help you determine what activities you would like to take advantage of while visiting the Putnam and what information we will need from you for creating your reservation, please click [here](#) to download a reservation worksheet.

Thank you for bringing your students to the Putnam! Our goal is to enrich your classroom studies through access to the Putnam's exhibits, educational programs and Giant Screen film presentations. Attention to the information in this bulletin will help us reach this goal.

School Group Reservations

All group visits to the Museum or theatre **must** be scheduled through the Group Sales and Public Programming Coordinator, Alice Loff at extension 266.

SCHOOL GROUP CRITERIA: To qualify as a "school group" and be eligible for school group rates, the group must originate from a state accredited public or private school recognized by the state's official department of education. Home School Groups or Cooperatives as registered above are also eligible for school rates and should schedule as listed above.

CHAPERONE POLICIES: The Putnam *strongly recommends* one chaperone per every 10 students. These chaperones will be admitted at the student rate with the school group. Additional adults above the 1:10 chaperone ratio pay the adult group rate if they are included in your group payment. **Please note: All adults/chaperones must check in and be counted with the group – chaperones entering through the ticketing line separate from the group will pay full admission price, subject to availability.**

FIELD TRIP CONFIRMATION PACKETS: A field trip confirmation packet will be sent to the primary contact person listed on the registration form. The email message will contain documents required for your visit. It is the school's responsibility to follow the required procedures for the field trip. If your primary contact is NOT attending the field trip, please have him or her print out this information to share.

CHANGES IN RESERVATION: Requests for changes in reservations should be sent to the Group Sales and Public Programming Coordinator at loff@putnam.org a *minimum of 3 weeks in advance of your visit*. All efforts are made to accommodate reasonable requests for changes, however, especially during high traffic periods this is not always possible.

PAYMENT: The Putnam Museum will send an invoice following your visit. If your school district uses purchase orders, fax it to us prior to your visit (fax: 563 324-6638), send an email to loff@putnam.org; or give it to the Information Desk at check-in. Payment is due within two weeks of receipt of our invoice. If you prefer, you may pay in full the day of your visit. We accept cash, check and credit card. Checks may be cashed electronically and funds withdrawn the same day.

PLEASE NOTE that we reserve the right to adjust any subsidies awarded based on the final student count the day of your visit; and to charge cancellation penalties if you cancel your entire group less than two weeks prior to arrival, or if your final count is more than 10% lower than your original reservation.

SUBSIDIES: The Putnam strives to provide access to all students regardless of economic situation. When grant and/or donor support is made available we are pleased to offer additional funds to help offset the cost of your visit. You must have your free and reduced rate lunch percentage available at the time of booking to take advantage of

these programs and they are offered on a first-come-first-serve basis. **PLEASE NOTE** these funds are only available to groups who attend the museum as part of their visit to the Putnam.

PREPARING FOR YOUR SCHOOL TOUR: The goal of our Education Department is to provide your group with the best quality Putnam experience possible. We encourage you to download our Teacher Resource Guide which includes pre-visit, in-house and post-visit activities designed to enhance your visit to the Museum and Giant Screen Theatre. **To help you determine what activities you would like to take advantage of while visiting the Putnam and what information we will need from you for creating your reservation, please click [here](#) to download a reservation worksheet.**

ARRIVE IN TIME! Plan to arrive at least 15 – 20 minutes prior to your first scheduled event to allow for transition time. No one wants to feel rushed! Allow time for check in at the Information Desk, bathroom breaks, and seating prior to your show time. If you are purchasing concessions before your movie, please allow at least 30 minutes. *Our films do not have previews – your movie will start on time.*

Please Note: We are sorry, but we cannot admit persons after a Giant Screen presentation begins due to safety issues related to darkness in the theater.

CHECK-IN PROCEDURES: Upon arrival, **one group leader** should check in at the Information Desk to report your final count of students and adults, receive instructions on where to store lunches and confirm your visit schedule. It is important that you know your total numbers of students and adults *prior to coming to the information desk.*

GROUP ORIENTATION: All groups will receive a ten-minute orientation with a museum educator prior to entering the Exhibit Halls. During this brief talk, we remind your students of the museum rules, provide maps for the chaperones, highlight any special exhibits, and give general directions based on your expressed interests and schedule. Students, led by chaperones, are then released to explore the exhibits at their own pace.

MUSEUM RULES

Our goal is to provide a successful learning environment for all students. Clarifying expectations for appropriate behavior helps create that environment. During your Group Orientation, your students will be asked to remember the following four rules:

1. Walk
2. Talk with an “inside” voice
3. Be careful when touching museum artifacts. Many of our exhibits are “hands on;” some aren’t. We’ll help your students know the difference.
4. Stay with the adult assigned to your group. (Teachers, you can help by making sure your students know their assigned adult prior to your orientation.)

In addition to these behavior guidelines, the Putnam has set policies to help preserve and protect the objects entrusted to our care. No food, drink, candy or gum is allowed in the exhibit halls, and no **flash** photography of specimens or artifacts is permitted.

The Putnam is a non-smoking facility.

We understand that students are often excited on a field trip and even the best-behaved class can be a challenge. Plan to make arrangements for adult chaperones to accompany your group. Inform your chaperones of the day’s itinerary, scheduled programs and Museum Rules. Please note that we reserve the right to restrict access to areas of the Putnam based on adequate group supervision and behavior.

SPECIAL EXHIBITIONS: From time to time the Putnam may have the opportunity to bring special traveling exhibitions. These exhibitions may carry an **additional fee for admission** and may also have additional rules including prohibiting photography. **Reservations for special exhibitions must be made through the Group Sales and Public Programming Coordinator at the time of booking your trip. We are sorry but we cannot accommodate groups to special exhibitions without advance reservations.**

AGE APPROPRIATENESS: In general, the Putnam is designed for learners of all ages. Some exhibits and theatre presentations may be recommended for older or younger audiences. Details on films, programs and exhibitions are available on our homepage, www.putnam.org.

TREASURE HUNTS: Most students become actively engaged in the museum experience through the use of an assignment or activity such as a “Treasure Hunt.” Some teachers create their own, or make copies of the Treasure Hunt attached to their group confirmation.

Important Note: *To best utilize limited resources, Putnam staffing and volunteer assignments are often made based on reservations. PLEASE be prepared to determine concessions and museum store needs at the time*

of your booking so that we can appropriately staff and prepare for your group. Changes made at the last minute may not be able to be accommodated.

CONCESSIONS

If your group is planning to purchase concessions, please let us know in advance so that we serve your group properly. Be sure to allow extra time before your movie if you are planning to purchase concessions. To save both time and money, we recommend pre-ordering pop and popcorn “combos,” for just \$4.50 per person. Please have payment for the combos in one check or one large payment so that we can process your order quicker and get you into your movie on time. We can also add the snack combos to your total invoice.

MUSEUM STORE: With advance notice, we are happy to have your group visit the Museum Store. Please visit in small groups – 8 to 10 students per group - and have each group accompanied by an adult. We ask that no more than 3 groups (30 students) be in the store at the same time. Once you have made your purchases, please leave the store so that others can have room. The Store opens at 11:00am. If you are concerned about having enough time for all your students to shop, please let us know as it may be possible to open the store earlier.

LUNCH AREAS: There is no charge for our lunch areas, but lunchrooms must be reserved in advance. Space and chairs are limited, so on very busy days, we cannot guarantee room for everyone unless you have a reserved space. Weather permitting, we recommend a picnic shelter in Fejervary Park, one block west of the museum.

SCHOOL GROUP FAQ's

Q: How many free/reduced rate adults (chaperones) do we get with our group?

A: We allow one complimentary teacher for every classroom. In addition, one adult for every 10 students pays the student rate.

Q: How much do extra adults pay?

A: Any extra adults, above the 1:10 chaperone ratio, pay the adult group rate – IF THEY ARE INCLUDED IN YOUR GROUP PAYMENT. This includes bus drivers, student aides, parent drivers, etc. Extra adults who pay individually on arrival will pay the appropriate ticket counter price, subject to availability.

Q: May we add extra tickets the day of our visit?

A: **Yes, SUBJECT TO AVAILABILITY.** Extra students and adults may be added to your group the day of your visit, provided there is room in your program and/or movie. Some programs have a limited class size, and the IMAX Theatre seats a maximum of 264. If you are coming in February, there should be no problem adding people to your movie. If you are coming on a Friday in May, your movie could be sold out. Lunch areas may also be full. Please call us as far in advance as possible to confirm any additional persons in your group.

Q: What if parents want to attend?

A: If parents will be accompanying your group, they should contact the school to be included in your group reservation.

Q: What if some of our students or adults are Putnam members?

A: Because group rates are already discounted, membership cards or other vouchers are not applied to group reservations or programs.

Q: Do you still offer Educator Passes to teachers?

A: YES! If you would like to visit the museum ahead of your class, just let us know.

If you have any additional questions, please contact Alice Loff, Group Sales and Public Programming Coordinator, at 563 324-1054, ext 266; or 800 435-3701, ext. 266. Or email Alice at loff@putnam.org