

# ***Before you and your group visit Anniston Museum Complex: Read this!***

## **Arrival:**

**Please pay close attention to your arrival time. If you are going to be more than 15 minutes late please call the Museum. If are more than 30 minutes early or late there will be the possibility of your group having to wait to enter the Museum.**

- **Buses** please pull up to the front entrance of the Museum upon arrival
  
- **Everyone should remain on the bus except the group leader.**
  
- Only one leader will be able to check in at the Admissions Desk. This Desk is located inside the Lobby. Please give the Receptionist the number of students and adults upon arrival so the correct payment can be calculated.
  
- If you have adults that **have not pre- paid** they will be required to pay the full price of \$6.00. **Please let the parents/chaperones know this prior to your visit.** Depending on the number of chaperones, the amount of time this will take sometimes limits your time in the exhibit halls. The group will not be allowed to tour until all of your chaperones are available to tour with the students.
  
- Groups will be lead by Staff to an area of the Museum for an introduction to the Museum as well as touring instructions.
  
- **Please inform the Bus Drivers** that they will need to pull out of the parking lot, turn to their left and follow the signs to bus parking. This will require them to turn around in the Berman parking lot and park the buses on the right side on the curb. Students will be able to walk back to buses without crossing the road. If the parking lot across the street is empty you may park buses there also. **For the safety of everything on the buses, please lock them if your drivers will be leaving the bus.**

## Preparing to Tour:

- There will be an introduction to the Museum by Museum Staff. Please make students and chaperones aware of the group/class that they will tour with prior to arrival.
- When seated in the intro area please have groups/classes sit together. Once the introduction is complete, staff/volunteers will assist each group to the appropriate area to begin touring.
- Groups should be divided as follows: (please organize this prior to arrival)

1 group 10-30 students    2 groups 31-60    3 groups 61-90

4 groups 91-120            Over 120 please notify Tour Coordinator

- If your students will shop and then enter the Museum exhibit halls please be sure they do not open candy or drinks in the Halls.
- If your group plans to visit, have lunch and then re-enter please remind them that the same rules from the first visit still apply. No running, horse-play, or loud voices.
- **Students are required to stay with chaperones/teachers at all times.** Students that are found without an adult will be escorted to the Lobby area and required to wait for an adult to retrieve them.
- **Chaperones for summer groups/camps must be over 18 years old.** Teenage councilors much have an adult with the group as well to ensure appropriate behavior of students at all times.
- **Other important items:**

- **Picnic-** Picnic tables are located throughout the Museum grounds. They are first come first serve. We do not have any indoor eating facilities. Covered pavilions in Lagarde Park can be reserved by calling 256.236.8221.
  
- **Museum Store-** We encourage you to allow time in your schedule to visit the Museum Store. The Store is fun but small and can handle about 40 students at a time. Please plan your tour time accordingly.
  
- **Restrooms-**Students will have the opportunity to visit restrooms prior to the Museum introduction if needed. Our facilities are small and it could take up to 30 minutes to do this for a group of 75 or more. We ask that teachers and chaperones help move the groups in and out of the restrooms as quickly as possible. **If you are a local group we strongly urge students to visit restroom prior to leaving school.** If you have students that need to re-visit the restrooms while touring please take them in small groups.
  
- **Group behavior** – Please discuss Museum behavior with students prior to arrival. The following are a few rules we require all groups to follow to ensure safety and a fun educational visit for everyone.
  - ❖ *Use inside voices and no running.*
  - ❖ *Food, gum or liquids are not permitted in the Museum*
  - ❖ *All students (under 18) must be with an adult at all times. Failure to do so will result in the student being asked to sit in the Lobby until an adult comes to get them. Please make all teachers and chaperones aware of this rule.*
  - ❖ *Look for items that are hands-on activities. Other than these please do not touch the exhibits.*
  - ❖ *You may take pictures and video while in our Museum.*

Visit [www.annistonmuseum.org](http://www.annistonmuseum.org) for grade level scavenger hunts.