

# Help us help you...

## HAVE A GREAT FIELD TRIP!

Thank you for scheduling a field trip to the Buffalo Bill Center of the West! We hope the following information and tips help make your visit as smooth and enjoyable as possible.

### **Check-in**

Please check in at Admissions. They will ask for a current tally of students and chaperones. Admission for a self-guided tour is \$2.00 per student, unless otherwise noted in your registration confirmation. Please have your method of payment ready.

### **Before Your Visit**

#### *Students*

Please *set behavior expectations with your students* to help us protect our collections. Students should not touch objects unless asked to do so, should walk rather than run, and should speak at an indoor level. Feel free to let us know ahead of time about any behavioral or educational accommodations so we can ensure all your students have a great experience.

#### *Teachers and Chaperones*

Please also *set chaperone expectations*—chaperones should remain close to their group at all times; students should *not* be wandering the galleries on their own. Chaperones are necessary to maintain the good behavior and safety of the students, as well as the safety of the museum's collections. *We require one adult per 10 students.* Adults above the ratio of one adult per four students will be charged \$14.00 per person.

### **During Your Visit**

#### *Students*

If completing worksheets or taking notes in the galleries, please use only pencils. When students are in the art gallery, they should stay at least 2 arm lengths from the artwork. If students need to get out some energy, our playground is available during warmer months.

#### *Teachers and Chaperones*

Please help us help your class have a successful visit! We ask teachers and chaperones to be *actively engaged* during your visit, and to manage student behavior.

#### *Food Policy*

If you plan to purchase food in our eatery, we must know one week in advance for groups over ten people, and may not be able to accommodate your request depending on the time of year of your visit. No food or drinks, apart from bottled water, are allowed in the museum galleries.

Please let us know if you plan to bring sack lunches so we can recommend locations to eat. Our museum *does not* have facilities for sack lunches. A great option is the City Park about two blocks away, which also has a playground. In the event of inclement weather, our Classroom can accommodate groups of approximately 20 if it is not being used. If you are concerned about inclement weather, please contact Alex Martin to see if the Classroom is available to reserve.

### *Museum Store*

Please observe the following guidelines to help your shopping experience run smoothly:

- Have only 10 students shopping at a time with a chaperone.
- Remind your chaperones to stay with their group.
- Remind students to keep track of the amount of money they have to spend before they check out.
- Remind students that Wyoming has a 4% sales tax added to purchases.
- Items are not returnable once the tags are removed.
- Once items are purchased, the bag is not allowed back into the store.

### *Other Information*

While visiting the Buffalo Bill Center of the West, you may be photographed or videotaped by a Buffalo Bill Center of the West photographer. These images may be used in future educational or public relations materials for the Center. Your admission to the Center or to Center-sponsored programs serves as permission for the image use.

### **After Your Visit**

Keep in touch! Please contact us if we can answer any questions or point you towards resources that might be helpful in your classroom. Check out our School Programs section of the website, follow our social media, and send us a note with how your field trip went! We are always looking to improve our offerings and would love to hear your thoughts and feedback.

### **Contact**

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